



Museums Association Applicant Information Pack
Policy & Campaigns Officer
September 2022

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Welcome letter from Director

Thank you for your interest in the Policy & Campaigns Officer job.

I am delighted you are considering this opportunity and I hope this information pack gives you an insight of who we are and what we do.

The Museums Association (MA) is a values-led campaigning organisation and we believe in the power of museums, and everyone who works in and with them, to make a positive difference to people's lives.

In this exciting role you will have the opportunity to deliver the MA's current campaigns and policy, including Museums Change Lives, Museums and Climate Justice, Decolonising Museums, and anti-racism.

You will work closely with our Policy Manager and the policy and programmes team at the MA and will be given the opportunity to deliver and develop new and existing policy and campaigns.

We hope the following information will encourage you to apply and we look forward to receiving an application.

You can contact me on sharon@museumsassociation.org if you have any further questions about this job.

Best wishes

Sharon

About us

We are a dynamic membership organisation that campaigns for socially engaged museums and a representative workforce. We work ethically and sustainably and collaborate with partners where we have common aims and values. We advocate for and support museums and everyone who works in and with them so that the value and impact of museums and their collections is realised.

We are the only organisation for all museums in the four nations of the UK. We recognise the differences in context, culture, legislation, policy and practice between the nations and we strive for equitable treatment for all our members in the UK. We are independent and not-for-profit and advocate for museums without fear or favour from governments or funding influences.

Our mission

Inspiring museums to change lives.

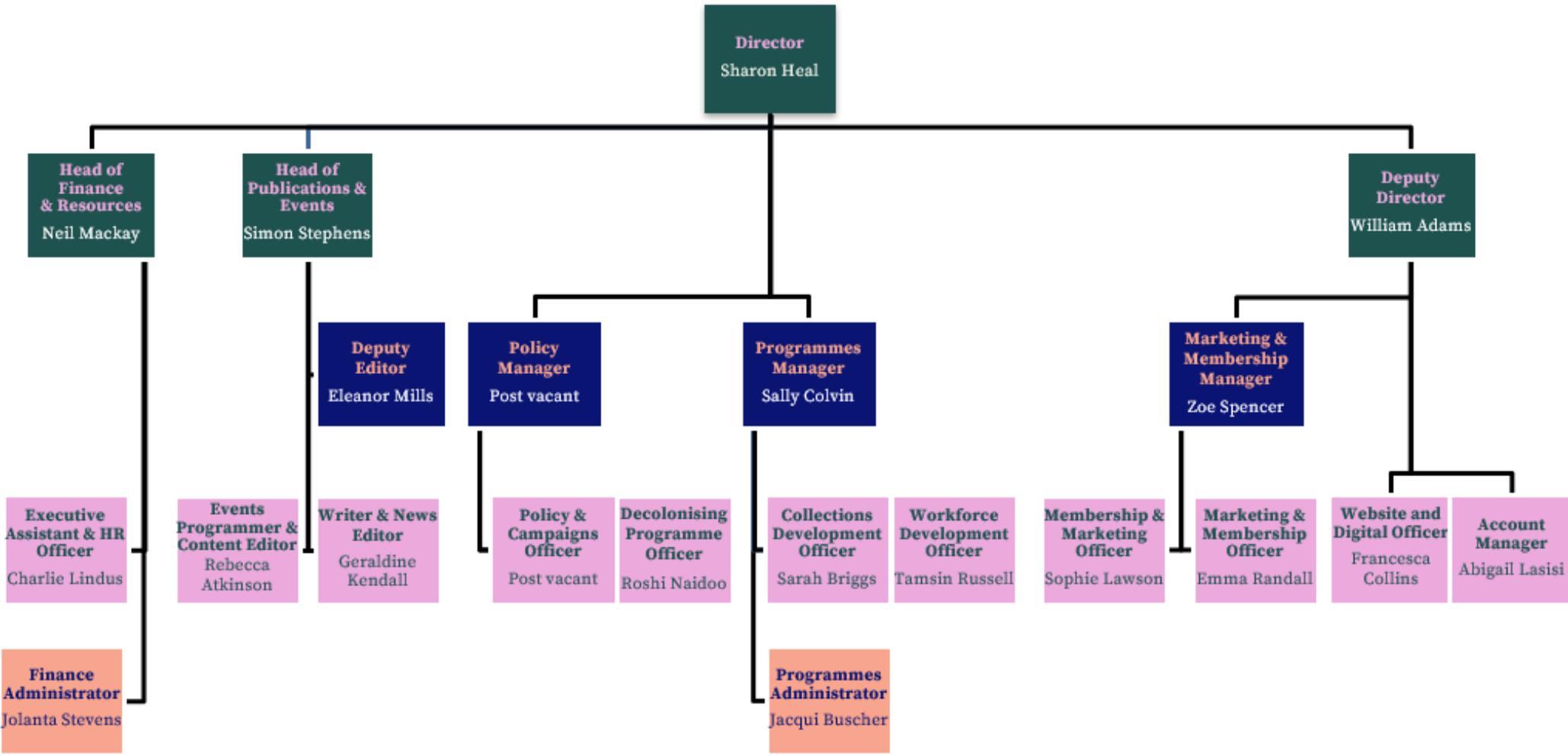
Our vision

Inclusive, participatory and sustainable museums at the heart of their communities.

Our values

- We lead with courage and passion.
- We champion diversity and equity.
- We work collaboratively, inclusively and ethically.
- We campaign for social and climate justice.
- We lead change by example.

Organisation Chart



Director
Sharon Heal

Head of Finance & Resources
Neil Mackay

Head of Publications & Events
Simon Stephens

Deputy Director
William Adams

Deputy Editor
Eleanor Mills

Policy Manager
Post vacant

Programmes Manager
Sally Colvin

Marketing & Membership Manager
Zoe Spencer

Executive Assistant & HR Officer
Charlie Lindus

Events Programmer & Content Editor
Rebecca Atkinson

Writer & News Editor
Geraldine Kendall

Policy & Campaigns Officer
Post vacant

Decolonising Programme Officer
Roshi Naidoo

Collections Development Officer
Sarah Briggs

Workforce Development Officer
Tamsin Russell

Membership & Marketing Officer
Sophie Lawson

Marketing & Membership Officer
Emma Randall

Website and Digital Officer
Francesca Collins

Account Manager
Abigail Lasisi

Finance Administrator
Jolanta Stevens

Programmes Administrator
Jacqui Buscher

What we offer

Working hours and flexible working

Our full-time working hours are 35 per week with core hours between 11am and 3pm. We also offer a range of flexible working arrangements, such as hybrid working; reduction of working hours and flexi-time.

Annual leave

- You are entitled to 29 days annual leave a year (pro-rata), plus public holidays (pro-rata).
- Annual leave entitlement increases to 32 days (pro rata), plus public holidays (pro-rata) after five years of service.

Salary

All salaries are benchmarked against information from an independent third party organisation specialising in terms and conditions and pay for comparable job roles.

There is a salary range for each role within our grading system to enable the MA to recognise and reward employees within the context of changing circumstances and based on competencies.

Pension

We offer a Group Pension Plan and will contribute 8.5% if the employee contributes at least 4%.

Life assurance

We will make a single payment of six times your salary as life assurance to the person/s you choose.

Health and wellbeing

You have access to:

- £50 towards glasses for Visual Display Unit (VDU) work, plus an interest free loan for the remaining costs.
- Applying for Sabbatical leave.
- Applying for Study leave.
- Complimentary tea and coffee in the office.
- Employee Assistance Programme (EAP).
- £200 contribution towards home working setup.
- £50 wellbeing allowance for 2022/23.
- Free eyesight tests.

- Free individual MA membership card
<https://www.museumsassociation.org/join/>
- Opportunity to join Prospect, the MA's recognised Trade Union.
- Staff away days.

Family-friendly policies

- Significantly enhanced maternity (26 weeks full pay), adoption (26 weeks full pay), paternity (2 weeks full pay) and shared parental pay (2 weeks full pay) and leave.
- Up to 10 days paid special/compassionate leave.
- Unpaid time off to look after dependants.
- A maximum of 18 weeks' Ordinary Parental Leave for each of your children under the age of 18 years - for children up to their fifth birthday, the first two weeks' Ordinary Parental Leave will be paid at the normal rate of pay.

Learning and development

We place a high priority on the development of our staff.

We want to ensure that every employee has the best opportunity both to gain the necessary skills and knowledge to work effectively towards our objectives and to further their own personal development.

Travel

You are entitled to:

- An interest-free annual season ticket loan.
- Cycle to work scheme loan.
- Expenses paid for all travel and subsistence on work trips.

Time of in lieu (TOIL)

TOIL for any weekend working and attending our annual conference.

Volunteering

We encourage staff to take up to three days leave annually to volunteer with other registered charities.

Job description

Job title	Policy and Campaigns Officer
Contract	Permanent
Grade	3
Salary	£39,205 per annum
Place of work	Hybrid working – all staff are expected to work from our office in London at least twice per month (pro rata)
Responsible to	Policy and Campaigns Manager
Responsible for	No management responsibilities
Date	September 2022

Summary

Responsible for supporting the delivery of our policy and campaigns. This role is part of a varied team delivering museum policy and campaigns to our members and the wider sector.

Major activities

Campaigns

- Support the development and delivery of the MA's campaigns including Museums and Climate Justice, Decolonising Museums, Museums Change Lives, anti racism and Museums Learning and Engagement Manifesto.
- Research and deliver policy and consultation responses in all four nations on the UK.

Stakeholder Engagement

- Build positive relationships with key stakeholders, including UK and devolved governments, agencies and sector bodies.

Ethical Support

- Provide ethical advice and support the work of the MA's Ethics Committee

Communications, Programmes and Events

- Work on joint projects with colleagues in the Policy and Programmes team
- Work with the Policy Manager and colleagues across the organisation to disseminate campaigns through our communications channels
- Maintain up-to-date stakeholder information
- Organise policy events and conference panels
- Occasional travel in the UK, including overnight stays

This list is neither exhaustive nor exclusive and may change from time to time.

Person specification

Essential

Experience

- Minimum one year experience working in a policy or campaigns role
- Experience of writing across a variety of media including reports, press releases, articles and policy documents
- Experience of relationship building and working with partner and stakeholder organisations

Knowledge and understanding

- Good knowledge of the policy-making process in the four nations of the UK
- Good project management skills
- Understanding of the mission, vision and values of the Museums Association
- Understanding of the devolved policy context in the UK
- Understanding of data protection issues

Skills and attributes

- Excellent writing skills
- Enthusiastic, with good communication and interpersonal skills
- Strong organisational skills and the ability to prioritise a busy workload
- Excellent attention to detail
- Ability to use own initiative and to problem solve
- Ability to work with others and across multidisciplinary teams

Travel

- Willingness and ability to occasionally travel and stay overnight in the UK and overseas

Desirable

- Knowledge and experience of the museum sector
- Experience of dealing with press enquiries
- Experience of event production
- Experience of supporting committee administration

How to apply

The closing date for applications is **11.59pm on Sunday 2 October 2022**.

Please send completed application form and equality and diversity monitoring form to charlotte@museumsassociation.org with subject heading 'Policy & Campaigns Officer'.

Interviews will be held online on **Wednesday 19 October 2022**.

We are actively seeking and welcome applications from people from a range of diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.

All candidates will be contacted via email for the following reason:

- To inform them if they have been unsuccessful in being shortlisted for an interview
- To inform them if they have been successful in being shortlisted for an interview
- To inform them if they have not been offered the role after an interview including feedback on request

Candidates will only be contacted via telephone if we are offering them the role.

Useful Information

Application form

The Executive Assistant and HR Officer will remove all personal data and dates from the application form before it is sent to the interview panel.

Shortlisting

A shortlist of applicants will be drawn up for interview, based entirely on merit and suitability for the post, by an assessment of each application against the person specification for the post. Applicants who are unsuccessful in progressing to the interview stage will be informed of the outcome of shortlisting. Unsuccessful applicants will not be given feedback on their application due to capacity.

Interviews

The MA will share core interview questions one week before the interview takes place. There may be a few interview questions that won't be shared.

Applicants should inform us prior to the interview of any reasonable adjustments they may need relating to the process and format of the interview, particularly related to neurodivergence or disability.

Applicants will be informed about the constitution of the interview panel and format of the interview ahead of time.

All interviewed candidates will be notified of the outcome of the selection process as soon as possible by email.

Conditional offers

All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in the UK;
- a check of qualifications where relevant.

Probationary Period

New appointments will be subject to a probationary period of six months. Unsuccessful candidates will be provided with feedback about their performance at interview on request.

Commitment to equality

In the case that candidates are 'as qualified as' each other we will give preference in offering interviews to people from diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.