

Project Support Officer – Wiltshire Museum

£25,500 per annum

1 FTE (35 hours per week), fixed contract to 31st May 2025, with potential for extension into the Delivery Phase.

Closing date: 9am on 11th September 2023

The role

Wiltshire Museum is looking for a motivated Project Support Officer to join our team during the Development Phase of The National Lottery Heritage Fund supported *Assizes for Devizes: Unlocking Wiltshire's Stories* project. The postholder will provide crucial support in two areas: project administration and stakeholder engagement and stewardship.

'Assizes for Devizes: Unlocking Wiltshire's Stories' is an ambitious project to transform the internationally important Wiltshire Museum into a world class cultural destination at the heart of Stonehenge and Avebury World Heritage Site landscape, by revitalising the much-loved derelict Devizes Assize Court as the Museum's new home.

Development funding of £300,748 has been awarded by The National Lottery Heritage Fund to help Wiltshire Museum, working closely with the Devizes Assize Court Trust, to progress plans for the project before applying for a full National Lottery grant in 2025.

We are looking for a highly organised individual who can effectively manage and maintain data and coordinate internal and external communications. The postholder will support the Programme Manager in day-to-day administration of the project, including paper distributions and minute-taking for meetings. A key element of the role will be to provide administrative support in implementing the project's fundraising strategy, working closely with the project team and fundraising consultant. This will include maintaining up-to-date information on support for the project and assisting with the organisation of fundraising events and initiatives.

The role requires excellent communication and organisation skills, experience of managing data and documents and an ability to deliver over multiple projects.

This is a temporary post for the duration of the project's Development Phase supported by the National Lottery Heritage Fund, with the possibility of further extension into the Delivery Phase, subject to performance and a successful Delivery Phase application.

Documents:

- [Job Description and person specification](#)
- [Background information and organisational chart](#)

Target interview date: Tuesday 19th September 2023.

Target start date: week of 1st November 2023.

For an informal chat about the role, please contact: nicola.trowell@wiltshiremuseum.org.uk.

Additional information

Standard hours usually between 9am-5pm or 9:30am-5.30pm, Monday to Friday. 1 hour lunch break.

Occasional evening and weekend work will be required.

Holidays: 28 days including bank holidays.

Preferably, the role will be split between home-based and Wiltshire Museum, Devizes. Using Microsoft Teams, OneDrive and SharePoint for daily communication.

The Museum has an onsite car park for staff and volunteer use. The Museum offices are located at the top of historic buildings. There is a platform lift to the floor below the offices.

Reasonable adjustments can be discussed following a job offer.

Please note that offers are subject to DBS clearance if appropriate for the role.

We will consider job shares for this role.

To apply

Please download and complete the following:

- [Application form](#)
- [Equal opportunities form](#)

Please email hello@wiltshiremuseum.org.uk if you would like any information provided in a different format.

Please send the completed application form and equal opportunities form to:
karen.jones@wiltshiremuseum.org.uk

Wiltshire Museum is an equal opportunities employer. Applications are welcome from candidates regardless of their background.

Wiltshire Museum

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