



JOB DESCRIPTION

Post Title:	Development Officer
Line Manager:	Glenesk Folk Museum Chairperson
Responsible to:	Glenesk Folk Museum Chair and Board of the Glenesk Trust
Responsible for:	Staff, volunteers, contractors, and placements
Salary:	£25,000 fte
Hours:	30 per week
Contract:	12 months fixed term post Statutory holiday and pension contributions apply

JOB PURPOSE

Glenesk Folk Museum (GFM) is seeking to recruit a dynamic, energetic, and resourceful Development Officer to pursue and cultivate relationships with community groups, donors, and funding bodies to support the work of museum staff. The successful candidate will demonstrate the ability and vision to develop and deliver innovative and creative solutions to grow the museum's financial sustainability, attract a broader range of audiences, and develop and maintain effective relationships with stakeholders, partners and collaborators.

The Development Officer will also collaborate with the museum Curator and volunteers to ensure outstanding visitor experience, overseeing digital marketing and events management to maintain the existing visitor base and encourage diverse user engagement.

An early focus of the role will be to develop an effective Friends scheme to encourage individual investment in the future and sustainability of the Glenesk Folk Museum. Candidates must be able to demonstrate an understanding of Friends schemes in small organisations, and the ability to integrate these with the vision and principles of Glenesk Folk Museum.

The Development Officer will be guided by the Glenesk Folk Museum's Business and Forward Plans, ensuring that all work upholds Accreditation standards as set forth by Art UK legislation. Their work will be integral to the success of the museum and as such the successful candidate must excel at collaborative working and be committed to providing an interconnected experience of heritage and hospitality.

The Development Officer will work as a key member of the Glenesk Folk Museum team to provide a quality, innovative, authentic, and accessible experience for all stakeholders.

PRINCIPAL WORKING CONTACTS

1. Glenesk Trust Board of Trustees
2. Glenesk Folk Museum Curator
3. Glenesk Folk Museum Volunteers
4. Glenesk Trading Company
5. The Glenesk Community
6. Paid contractors
7. External heritage and community organisations



8. Schools and educational organisations
9. External funders
10. General Public

MAIN DUTIES

1. To work closely with the Curator, other staff members, volunteers and the Board in achieving the vision of GFM through effective and progressive day to day running of the museum.
2. To develop the Glenesk Folk Museum in line with the GFM Business and Forward plans.
3. To develop an in depth understanding of GFM's other key documents including those linked to Accreditation, and utilise these for the effective development of the Museum and Trust.
4. To lead the development of innovative and creative income generating strategies, including retail, a Membership/Friends scheme, and sponsorship.
5. To effectively and precisely report on progress to the Board.
6. To identify external funding opportunities and lead in developing funding applications.
7. To develop and maintain effective relationships with stakeholders, partners and collaborators.
8. To manage the overall visitor experience.
9. To lead in the overall management of events and activities.
10. To develop and deliver audience engagement opportunities (guided by GFM's Audience Development Strategy) including relevant general enquiries, displays, digital and on-site activities that are clearly linked back to the vision of GFM.
11. To oversee digital marketing of the museum.
12. To manage and coordinate existing GFM volunteers alongside the Curator.
13. To recruit and manage additional volunteers, ensuring that role descriptions are developed for the volunteers and work is guided by the Volunteer Agreement.
14. To act as a key holder for GFM.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.



PERSON SPECIFICATION

Glenesk Folk Museum: Development Officer

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
Relevant work/other experience	<ul style="list-style-type: none"> • Experience/understanding of working in a museum/heritage environment • Experience of identifying, applying for and securing external funding • Experience of developing income generating strategies • Experience of applying key plans and policies to work • Experience of communicating effectively with a wide variety of audiences and stakeholders, including local communities • Experience of leading in the overall management of events and activities, including development and delivery 	<ul style="list-style-type: none"> • Experience of managing, training and motivating volunteers • Experience of supporting teams to develop strategies and policy • Supervision of relevant staff and other stakeholders • Experience of managing a museum or heritage visitor experience 	Application /interview
Particular skills/abilities	<ul style="list-style-type: none"> • A good team player, who can work collaboratively but also under own initiative • A confident communicator with strong written, information technology, oral and presentation skills for a wide range of audiences • Creative but also assured in project management, with a methodical and planned approach to work • Aptitude in multi-tasking and working to set timescales • Knowledge of professional standards and best practice 	<ul style="list-style-type: none"> • Experience of digital marketing and social media to engage with audiences 	Application /certificates/interview

**GLENESK
FOLK
MUSEUM**



The Retreat, Tarfside, Angus DD9 7YT

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www.glenesfolkmuseum.org

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THE GLENESK TRUST SC035318

SCOTTISH GUARANTEE COMPANY SC262641 VAT NO. 870609906

	<ul style="list-style-type: none"> • Excellent IT skills 		
Personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Highly motivated and enthusiastic • Flexible 		Application/interview
Additional requirements	Available to work evenings and/or weekends	UK driving licence and own transport	Application /certificates/interview
Professional/ educational qualifications		Relevant degree	Application /certificates/interview



ABOUT GLENESK FOLK MUSEUM

Our mission is to tell the stories of the people and landscape of Glenesk through our collections. We cherish objects in the very place where they were owned, used, and loved. The amassing of things – from this place, in this place – gives them their potency. Each object and person is linked to another and to a network of stories travelling throughout the world in a vibrating ribbon of lives.

Our values are to:

1. Celebrate the uniqueness of Glenesk
2. Place the museum and the community at the heart of our activities
3. Connect stories, people, and place to develop resilience and passion.
4. Engage actively with our community, friends, and wider museum partners.
5. Respond imaginatively to change.

Be transparent and accountable to maintain the highest possible standard.

The Redevelopment Journey: 2019 – Present

In 2019 the Glenesk Folk Museum closed in order to review the governance, renew museum Accreditation and develop a sustainable and resilient Forward Plan. It was recognised by the Trustees that in partnership with volunteers, consultants and the community, a reinvigoration of the whole enterprise was required to arrive at a sustainable model for many generations to come. The Covid-19 pandemic impacted this review, and contributed to the museum remaining closed in 2020.

Having undertaken a great deal of work, the Trust began to execute the strategic direction detailed in the Forward Plan, appointing a dynamic Curator to work alongside the museum volunteer team to once again release the potential of the collections. Following a year of growth and development in this new format, the Trust is once again in a position to expand the team. With funding from Museum Galleries Scotland and the Mathew Trust, we are now seeking a Development Officer to work alongside the Curator in order to accelerate our organisational growth and improve our impact in Scotland and beyond.

Museum History

The Glenesk Folk Museum is a highly acclaimed heritage venue founded in 1955 by local academic and schoolteacher Margaret Fairweather Michie (MBE), also known as Greta. As a student of the University of St Andrews, she pursued postgraduate research into the social history and depopulation of the Angus Glens. She gathered an extensive and remarkable collection of objects and stories from Glenesk, its environs and global diaspora, from the Bronze Age to the mid 20th century, with an emphasis on Scottish rural life during the 19th century. Greta Michie created dynamic displays in the spirit of the new living history aesthetic, alongside craft and domestic demonstrations.

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The importance and power of the ever-growing collection of over thirty thousand objects, lies in the connections it embodies. These objects whose meaning lies in their being of the place, in the place, tell the stories of Glenesk and its people and will continue to do so for generations to come. It is imperative that, with the combined expertise of a professional Curator and Development Officer, this collection should remain in Glenesk, giving voice to our ever-changing times, both locally and nationally. Historian Professor Hugh Cheape recognised Glenesk Folk Museum's vitality in telling Scotland's story through its 'significant legacy of social and rural history', and it is this legacy that we are committed to continuing. The Retreat building was once a shooting lodge, since gifted to the community by Lord Dalhousie as a home for the Glenesk Folk Museum in 1955. In 2006 major fundraising, which SIF generously contributed £10,000 towards, allowed for significant rebuilding followed in 2009 by the development of an agricultural display in the old stable block. Over the years, in partnership with local and national bodies, we have designed and delivered events, displays and activities, school visits, touring theatre, film nights, WRI get-togethers, music and storytelling evenings, creative workshops, craft displays, polling stations, Open Studio exhibitions, local community celebrations, symposiums and office away-days. Our achievements and stories have been covered by television, newspaper and radio media. A café and small shop, woodland walk, outdoor play area and picnic provision, together with an extensive library and archive, increase the potential for extended and repeat visits.