

<b>Job title:</b>	<b>Towards Bowes 2092 Project Manager</b>
<b>Responsible to:</b>	Director of Partnerships and Communications
<b>Responsible for:</b>	Project Administrator
<b>Salary:</b>	£40,000 FTE, (£24,324 pro-rata)
<b>Hours of work:</b>	22.5 hours per week
<b>Contract:</b>	Two years fixed term
<b>Place of work:</b>	The Bowes Museum

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**Benefits:**

- We are happy to discuss flexible working and ways for our team to manage their home and working lives.
  - Twenty-five days of holidays in addition to bank holidays (FTE).
  - 5% employers pension contribution.
  - Discount in the museum's café and shop.
  - Free staff parking.
  - Employee Assistance Programme – providing a 24/7 free helpline.
  - Training and development opportunities.
  - Free entry for your immediate family to the museum.
  - Some mutual free entry arrangements with other partnership attractions.
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**Towards Bowes 2092 Project Manager Role Description and Person Specification:**

**Organisational Relationships**

- Reporting to the Director of Partnerships and Communications
- Line Manager to Project Administrator
- Working alongside the Senior Leadership Team, Extended Management Team, museum staff including the Development team, Trustees, stakeholders, volunteers and the Friends of the Bowes Museum
- External networks and partners, grant funders and external auditors.



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## The Role

The museum has been awarded grant funding from the National Lottery Heritage Fund under its Resilient Heritage scheme to deliver 'Towards Bowes 2092', a project that aims to lay the groundwork for the Bowes 2092 project, which aims to secure a sustainable future for the organisations long-term. The aims of Bowes 2092 are:

1. Develop a Capital Investment Plan that enables TBM to take the first steps to realise the ambitions of the capital master plan.
2. Develop a new funding and investment model, identifying new opportunities for income generation across the site and efficiencies, with a strategic plan for implementation, including developing organisational capacity and delivery skills, partnerships, and engagement.
3. Create an Environmental Sustainability Strategy to increase organisational skills in sustainable technologies and practices.
4. Create a Technology and Digital plan to invest in infrastructure and increase organisational digital skills and confidence.
5. Invest in developing our workforce, staff, and volunteers to equip our teams with the capacity, skills, and confidence to deliver the strategic plans and ways of working to achieve our long-term and forward-looking vision for our organisation and broader communities.

The Bowes Museum seeks a new Towards Bowes 2092 Project Manager to help manage these work streams and oversee the monitoring and reporting of the Towards Bowes 2092 project.

To succeed in this role, you will combine project management expertise, industry knowledge in a charity business and commercial environment, strategic thinking, and leadership skills. You will also have strong staff management skills and be able to contribute effectively to the museum's broader leadership and direction.

The post holder will manage the critical work streams, with support from other newly created roles (Director of Partnerships and Engagement and Project Administrator). You will be essential in supporting the Senior Leadership Team, providing strategic insights and guidance on new areas and work plans for income opportunities, environmental sustainability, and technology and digital developments. You will oversee the project plan and budgets and prepare reports for funders, the Executive Director, and the Board of Trustees.

## Role Purpose

- To manage the museum's 'Towards Bowes 2092' project, ensure the museum fulfils its grantee obligations and always remains compliant. This includes providing suitable processes, monitoring and evaluation, working and advisory groups, and organisational systems that are robust and implemented.



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- Coordinate reports to the Directors, Board of Trustees, committees, funders, and stakeholders.
- To assist the Senior Leadership Team with strategic thinking, helping shape and deliver future ambition and securing a sustainable future for the museum's long-term vision.

## **The Person**

You will be enthusiastic, highly organised, systematic, and accurate. You will communicate well with colleagues and our external stakeholders, partners, and suppliers. You will be proactive in problem-solving in a dynamic museum environment. As a confident and visible leader, you will enjoy building effective working relationships with a broad range of people and advocating for the museum's values and behaviours. As someone used to juggling multiple elements, you will be flexible and adaptable in your approach and passionate about maximising the resilience and sustainability of the Bowes Museum

### **1. Specific Responsibilities and Duties:**

- Develop a series of consultant briefs for the Towards Bowes 2092 strands of work alongside the Senior Leadership Team.
- Working with consultants, colleagues and partners, develop plans for delivery across the Towards Bowes 2092 strands of work.
- Deliver phase 1 of the Towards Bowes 2092 strands of work plans, working with colleagues, partners, and suppliers.
- Oversee the development and management of the Towards Bowes 2092 Advisory Groups, working with colleagues, partners, and suppliers.
- Plan and prepare for the future phases of the Bowes 2092 project.
- Prepare the project monitoring and evaluation reports (quarterly and final) with support from the Project Administrator.
- Manage project budgets in line with funding application, including preparing monthly forecasts and reporting requirements.
- Responsible for staff management, motivation, leadership, training, and development for all direct reports. This will include coaching and 1:1 support, team meetings, and performance management processes, including appraisals for wider team members as required, all while developing a can-do culture of positivity and success.
- Manage resources effectively, identifying opportunities for increased efficiencies and savings and ensuring contracts and suppliers deliver the best value and meet the needs of the Bowes Museum.
- Liaise with funders and other key stakeholders as necessary.



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## 2. General Responsibilities and Duties

- Contribute effectively to the success and culture of The Bowes Museum.
- Interact and cooperate proactively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.
- Support effective communications and promotion of The Bowes Museum and our activities.
- Work flexibly at times and on occasions that connect with the needs of our audiences and communities.
- Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
- To actively work within the museum’s environmental policy and lead our teams to always seek ways to operate more environmentally friendly.
- Participate in broader projects through the museum alongside colleagues. Work outside of regular hours, including evenings and weekends when required.
- Ensure all compliance with all policies and procedures through your department, including GDPR, Health and Safety at Work Act 1974, and financial policies.
- Any other duties requested by the line manager as deemed commensurate with the role with Investment Project Manager and Resources.

## 3. Person Specification

Criteria	Essential (E) Desirable (D)	Assessment process: Application (A), Interview (I), Test (T).
<b>Job-specific competencies/qualities/experience:</b>		
Experience in budgeting and project management.	E	A/I/T
Experience in the successful delivery of multi-faceted projects.	E	A/I
Experience in the compilation of reports for Executive Teams, Boards, Funders, etc.	E	A/I
Ability to deliver and communicate complex information clearly and effectively.	E	A/I
Proven experience of working within the cultural sector at a senior level, preferably within museum, heritage or cultural organisation.	D	A/I
<b>Core competencies/qualities/experience:</b>		
Highly organised, able to prioritise and work to tight deadlines.	E	A/I
Strategic and analytic thinker, able to plan effectively and lead the development of new business areas.	E	A/I



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Experience in developing and managing high-performance teams and business areas.	E	A/I
Display high levels of enthusiasm, flexibility and commitment. An excellent team player.	E	A/I
Ability to communicate effectively internally and externally, engaging with and enthusing others.	E	A/I
Experience and ability in navigating challenges proactively and effectively.	E	AI
Willingness to be accountable for personal performance.	E	A/I
Proven working experience of managing people and projects effectively.	E	A/I
Knowledge of Equality, Diversity and Inclusivity issues and experience in addressing these proactively.	D	A/I
Experience using technology and digital platforms for business and project management, engagement, and communications.	D	A
<b>Generic competencies/qualities/experience:</b>		
A strong knowledge of and commitment to the mission, aims and values of The Bowes Museum, including inclusive and participative practices.	E	A/I
Computer literacy and knowledge of digital technologies.	E	A/I
Excellent written and verbal communication and interpersonal skills.	E	A/I
Adaptable and flexible, able to manage multiple strands of work and responsibilities proactively.	E	A/I
<b>Qualifications</b>		
Advanced level education, or equivalent, or evidence of professional learning and experience	E	A
Evidence of commitment to continued professional development.	E	A
Leadership and project management training.	D	A

### **Inclusion and Diversity:**

We believe that diversity and equality within our workforce, programmes, and approaches are crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. Therefore, we particularly welcome applications from candidates underrepresented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.



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