

Applications are requested for an experienced consultant to work with Cheshire Museums Forum members to carry out a skills audit -of the current volunteers of the member organisations and identify training resources to support volunteer co-ordination. The consultant will then develop and create resources and potentially deliver any training linked to needs identified in the research.

About the Project

Working closely with Cheshire Museums Forum, this five month project will identify the skills and skills gaps of the current volunteers of member organisations and then develop and create resources and potentially -deliver any training that is identified as being required. This work is funded by Sustainable Future funding from Renaissance North West

About Us

This Project, which is funded by Museums Development Fund, is managed by the Cheshire Museums Forum. Cheshire Museums Forum is made up of 17 members. All of 17 of the Museums are reliant on volunteers and 11 of these are independent museums which are highly reliant on volunteers. The project will be managed a steering group of the four lead members of this forum (Cheshire West & Chester Museums, Cheshire East Museum Service, Warrington Museum Service and National Waterways Museum). The Collections Manager at the National Waterways Museum is acting as the project manager.

What we need

Produce a detailed report that will:

- Detail skills audit results.
- Identify possible mechanisms for delivering sustainable training programmes.
- Develop training resources which can be rolled out more widely and in future training events.

The consultant may also potentially be required to:

- Develop and deliver training events to meet the skills gaps identified by the volunteer member organisations of Cheshire Museum Forum, including training and resources for volunteer co-ordinators.

Key Contacts

Cheshire Museums Forum MDF Project Steering Group:

- Peter Collins, National Waterways Museum Collections Manager and Project Manager for this project
- Sue Hughes, Director, Cheshire West & Cheshire Museums.
- Helen Paton Cheshire East Arts, Heritage and Museum Service Manager
- Martin Gaw Head of Warrington Library, Museum & Archives

Budget

Budget for development of training plan is £6,000 (inclusive of VAT and expenses). Any proposal should illustrate how the individual will deliver the project within this budget.

About You

Essential

- Experience of developing strategic and focused reports within a project environment, ideally within museums/arts context
- Experience of previous project planning/management on grant aided projects
- Knowledge of the use of volunteers in the arts and heritage sector
- Experience of delivering training, ideally to volunteers in an heritage/arts environment

Desirable

- Understanding of the use of volunteers in both local authority and independent Museums
- Understanding of the needs of volunteers in arts/heritage sector

If you need any more information please contact

Peter Collins, National Waterways Museum Collections Manager at peter.collins@thewaterwaystrust.org.uk or on 0151 373 4380

To apply

Please send a CV including details of two relevant referees and a covering letter outlining:

- Your past experience of project management
- Your past experience of working on similar projects
- Timetable showing how you will allocate your time to deliver this project and a draft action plan.

Please email your application to Peter Collins, National Waterways Museum Collections Manager: peter.collins@thewaterwaystrust.org.uk by midday 15th August 2011. Applications received after this date will not be considered.

- Interviews will be held on 17 August 2011 at the Grosvenor Museum
- Inception meeting: 30 August 2011
- Completion and delivery of project by: mid-January 2011

Instructions to Applicants

1. Applicants shall treat the details of this tender document as private and confidential.
2. No unauthorised alteration to the invitation document shall be made.
3. Your application should include all costs necessary to carry out and complete the project satisfactorily, whether or not specifically described in the specification provided.