

## JOB DESCRIPTION

<b>Job Title:</b>	Fundraising and Communications Assistant
<b>Grade/salary:</b>	£9.50 per hour
<b>Contract:</b>	One day (6hrs) per week for six months
<b>Employed by:</b>	Curious Minds to work at The Atkinson, Southport
<b>Responsible to:</b>	Head of Careers & Employability, Curious Minds
<b>Key relationships:</b>	Andrea Martin, Volunteer and Skills Development Officer, The Atkinson

## OVERALL PURPOSE

To create an exciting, new resource to encourage supporters to engage with our collection and generate income.

## KEY AREAS OF RESPONSIBILITY

1. Working collaboratively with staff in our museum, our marketing team and our charitable trust to deliver a project which will be used to generate income
2. Presenting our collections (art and artefacts) in an engaging and creative way using photography, graphic design and excellent written copy
3. To support the creation of a clear marketing campaign on social media with provision to monitor success
4. Presentation of updates on the project to colleagues and our Charitable Trust
5. To work with the volunteer team to increase their confidence with IT and use of social media
6. To respond positively to feedback from colleagues and to adapt accordingly
7. Providing practical support during any exhibition installations linked to the role
8. Assisting with collections (art and artefacts) and assisting with setting up and coordinating events (as applicable)
9. General day-to-day administrative duties as applicable to the post

## Special Features

Post subject to Standard Disclosure Barring Service Check  
Infrequent weekend and evening work may be required

**Mandatory for all staff**

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with our H&S Policies, including risk assessments and implementing safe systems of work.

**Please note** This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements, it will be reviewed on a regular basis.

## PERSON SPECIFICATION

**Job Title: Fundraising and Communications Assistant**

All criteria are essential, unless stated as 'Desirable' (D)

Likely interview questions to focus on competencies highlighted with (I)

Criteria	Competency
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Interest or knowledge of museums or art galleries, their purpose and collections (D)</li> <li>• Interest in creating fun and engaging social media content suitable for all members of the community (I)</li> <li>• Experience of working within a team (I)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills (in spoken and written English.)</li> <li>• Ability to think creatively and contribute ideas (I)</li> <li>• Demonstrable skills in using new digital technologies and social media platforms (D)</li> <li>• Demonstrable skills in art/ photography (D)</li> <li>• Able to adapt to changing circumstances and situations (I)</li> </ul>
Personal qualities & Commitment	<ul style="list-style-type: none"> <li>• Interested in gaining new transferable skills to enhance future employment prospects (e.g. project management, marketing of collections and fundraising) (I)</li> <li>• A positive attitude to learning (I)</li> <li>• Motivated, with an ability to work under own initiative to complete a task (I)</li> </ul>
Other factors	<ul style="list-style-type: none"> <li>• The ideal candidate will be a motivated team-player looking to gain further skills and experience in a museum setting</li> <li>• We understand that people have individual skills and interests. If you have a specialist skill that you think may be useful in this position, we welcome you to share this in your application</li> <li>• On-the-job training will be provided as appropriate</li> </ul>