

February 2024

**Museum Officer**  
**Dales Countryside Museum, Hawes**

**Permanent**  
**Part Time – 13 Hours per week (0.35 FTE)**

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- Job description
- Person specification including behaviours;
- Background information; and
- Terms and conditions of employment.

Our online application process allows you to complete the form in stages and you can log in/out at any time.

In order for the shortlisting panel to assess your application, please clearly demonstrate how you meet the essential and desirable criteria by referring to the person specification and behaviours and provide examples within your application.

The closing date for completed application forms is 11.00pm on **Monday, 11 March 2024** and the anticipated interview date is **Friday, 22 March 2024**.

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, [www.yorkshiredales.org.uk](http://www.yorkshiredales.org.uk). We also have a video showing the many reasons why the Yorkshire Dales National Park is a special place and this can be viewed here [https://www.youtube.com/watch?v=b\\_g02d97idw](https://www.youtube.com/watch?v=b_g02d97idw).

We look forward to receiving your application and thank you for the interest you have shown in working for the Yorkshire Dales National Park Authority.

Yours sincerely



**Vikki Thomas**  
**Head of HR**

Enc.

# YORKSHIRE DALES NATIONAL PARK AUTHORITY

## JOB DESCRIPTION

JOB TITLE:	Museum Officer
GRADE:	D
LOCATION:	Dales Countryside Museum
RESPONSIBLE TO:	Museum Manager
RESPONSIBLE FOR:	No line responsibility

### OBJECTIVES OF THE POST:

Perform a range of tasks relating to the day to day management and administration of the Museum. Ensure that there are effective systems which provide public and specialist access to the Museum, its collection and its resources. Work with the Museum Manager to increase the accessibility of the collection and heritage of the National Park for new and existing audiences.

### DUTIES & RESPONSIBILITIES

Undertaking day to day management of the collection, including environmental monitoring, maintaining established SPECTRUM standards and using the MODES collection management database to provide effective administration of the Museum's collection.

Supporting the Museum Manager to update policies and plans required for Accreditation.

Liaise with other Authority staff, the local community, exhibitors, volunteers and potential users to provide a tailored service to all.

Support the promotion of the Museum by providing content linked with exhibitions and activities for social media and the website. In liaison with other Authority staff, market the Museum, its resources, activities and exhibitions to relevant audiences to promote increased usage of the site.

In conjunction with other DCM staff, support and supervise the work of the DCM based Dales volunteers in relation to collection management activities, events, outreach, oral history and practical tasks.

Contribute to the development of temporary exhibition themes and the delivery of exhibition and display projects including research and creation of written, visual and audio content. Undertake research for internal and external collections and historical enquiries.

Undertake practical work tasks such as exhibition installation, movement of objects, creation and maintenance of displays.

Further develop the DCM learning resources to match the needs of schools and respond to requests to enable effective administration of the resource by the Museum Administrator.

In conjunction with other staff and external leaders, create and manage an annual events programme for DCM, including managing the budget, evaluating activities and sharing results to inform future programming. Target specific audiences as required and link with external partners and festivals to maximise resources.

Develop and deliver community outreach activities, both on and off site, working with partners when appropriate. Identify potential barriers to engagement, work to overcome these and develop resources to engage target audiences.

Raise the profile of DCM by establishing and maintaining good working relationships with community groups and networks.

Contribute to externally funded project development and delivery.

Facilitate meetings, lectures and study days at DCM as required.

Work with the volunteer team to assist with and deliver activities at YDYAC meetings. Act as Treasurer for the Yorkshire Dales Young Archaeologists' club and provide details for the Museum Administrator to successfully communicate with parents.

Ability to travel to other Authority premises and external venues to deliver outreach activities as necessary.

Represent the museum at meetings, conferences, training and network events to keep up to date and share learning with colleagues.

Provide occasional IA lunchtime / reception cover.

Support the Authority in reducing its carbon emissions by adopting greener working practices in line with Authority policies.

To comply with the Authority's Health and Safety Policy and Codes of Safe Working Practice. Carrying out H&S checks as detailed within the H&S action plan & property sheet, including ladder checks, COSHH lists.

To deputise for the Museum Manager as necessary and to undertake such other duties as the Chief Executive may from time to time determine commensurate with the grade and designation of post.

## MUSEUM OFFICER PERSON SPECIFICATION

The assessment of the following criteria and your suitability for the role will be undertaken via either the information you provide on your application form (A) or during an interview (I)

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A / I</b>
A degree in a related subject or alternatively a demonstration of a high level of knowledge and experience in similar work	✓		A
<b>Experience and Knowledge</b>			
Experience of working in a museum or attraction environment.	✓		A & I
Experience of working with collections or willingness to develop knowledge of collection management techniques	✓		A & I
Experience of display research and development.		✓	A & I
Experience and knowledge of finance and budget management		✓	A & I
Marketing experience including social media use	✓		A & I
Significant experience of developing and delivering outreach and event programmes	✓	✓	A & I
Experience of and enthusiasm for working with the public, particularly children and young people	✓		A & I
Experience of developing and delivering family activities		✓	A & I
<b>Skills</b>			
Strong team player with the ability to work independently and with minimum supervision	✓		I
Project management skills including the ability to manage, organise, plan and monitor a range of activities at the same time.	✓		A & I
Proficient in the use of IT software packages such as MS365, Teams, Word, Excel and PowerPoint	✓		A & I
Experience of using a database such as MODES		✓	A & I
Confident in basic data analysis	✓		A & I
Ability to do detailed work and carry out research	✓		I
Ability to guide, influence and direct others	✓		I
Knowledge of or interest in the history of the Yorkshire Dales; landscape and people		✓	I
<b>Other</b>			
Ability to travel to other Authority premises and external venues as necessary	✓		I
Willingness to work occasional evenings and weekends	✓		I

## BEHAVIOURS

	Essential	Desirable	A / I
<b>Improvement</b>			
We will continually strive to improve our performance in delivering National Park purposes.			
Shows enthusiasm and commitment to our vision, purposes and work	✓		A & I
Finds practical ways to overcome barriers; and adopts new practices to help get the job done		✓	A & I
Challenges ineffectiveness and generates new and imaginative solutions		✓	I
Concentrates their resources on work priorities most important to the Authority	✓		I
Seeks to improve knowledge and expertise and applies good practice	✓		A & I
<b>Accountability</b>			
We will explain and take responsibility for our decisions and actions.			
Presents clear, concise and accurate information in a way that promotes understanding	✓		A & I
Shares what we know and respects the information we are given	✓		I
Clearly agrees with others what is expected of them and holds them to account		✓	I
Assesses risks and learns from their own and others' mistakes; strives to do things in a safe way	✓		I
<b>Commitment</b>			
We will do what we say we will do.			
Takes responsibility for making things happen by having a positive 'can do' attitude	✓		I
Has the courage to take and implement difficult or unpopular decisions where necessary		✓	I
Uses Authority policy in decision making and working practices	✓		I
Knows what the Authority's objectives are, and works hard to achieve them	✓		I
<b>Integrity</b>			
All our relationships will be built on honesty, transparency, equality and impartiality.			
Shows integrity and fairness in decision- making		✓	I
Ensures decision-making processes are clear and transparent		✓	I
Welcomes and respects diversity; demonstrates equality in working relationships	✓		A & I
<b>Open and Approachable</b>			
We will work with others honestly and openly to achieve our objectives in ways that help them meet theirs.			
Co-operates with people and organisations to achieve our objectives and theirs	✓		A & I
Engages in discussion on an Authority view or policy internally; but presents unity of message externally		✓	I
Listens and considers other views	✓		A & I

**This post is subject to a Disclosure and Barring Service (DBS) check**



## **Museum Officer**

**Based at Dales Countryside Museum, Hawes**

### **Background**

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland, dissected by numerous long glaciated valleys or dales, and is the home and workplace for over 24,000 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it's the Authority's job to care for this very special place and its communities, so that: local people, businesses and organisations will keep the Yorkshire Dales National Park a thriving area; its unique cultural landscape will be treasured for its stunning scenery, exceptional heritage and wonderful wildlife; and, every year millions of people will be inspired to visit and be a part of it.

The National Park covers an area of 2,179 square kilometres (841 square miles) and is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain's breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1 April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of council representatives as well as parish representatives and members appointed by the Secretary of State.

National Parks have two purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park; and
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

In pursuing these purposes, the Authority is also required to:

- seek to foster the economic and social wellbeing of local communities within the National Park.

The National Park Authority is advised by the Chief Executive, David Butterworth. He is responsible for the day-to-day running of the Authority, supported by approximately 175 staff.

## Terms and condition of employment

### Pay

This role has been confirmed as a Band D

Salary: £27,334 to £33,945 pro rata, per annum

### Work Base

Dales Countryside Museum, Hawes, DL8 3NT

There will also be some travel within the Park required as part of the role.

### Job Share

This vacancy is a job sharing position.

### Pension

Staff meeting the minimum criteria are automatically brought into the Local Government Pension Scheme (LGPS), which is a defined benefit scheme, unless they elect otherwise.

### Hours of Work

The hours of work are 13 hours per week. The rota of days is to be confirmed.

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days extra leave during the year.

### Holidays

The holiday entitlement is based on length of continuous service within Local Government or related employment and calculated on a pro rata basis for part time staff.

On commencement of employment: 26 days.

After 1-year continuous service: 27 days.

After 2 years' continuous service: 28 days.

After 3 years' continuous service: 29 days.

After 4 years' continuous service: 30 days.

After 5 years' continuous service: 31 days.

Plus 8 Bank Holidays.

### Training and Development

The Authority is committed to the professional and personal learning, training and development of its staff. To recognise this, the Authority has achieved the Investors in People (IIP) Standard.

An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are readily available.

## **Recruitment Clearance**

The offer of appointment is subject to confirmation of right to work in the UK, medical clearance by Occupational Health, Disclosure and Barring Service (DBS) checks and the receipt of satisfactory references.

## **Miscellaneous**

New entrants to local government are subject to a probationary period of six months.

The notice period applicable to this post is two months.

## **Application process**

The online application form can be completed in stages and you can login/logout at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the person specification and provide examples within your application.

Applications must be submitted **by 11.00pm on Monday, 11 March 2024**, to be considered by the selection panel. Once you submit your application online you will receive an email to confirm receipt.

## **Anticipated interview date – Friday, 22 March 2024.**

We aspire to have a diverse and inclusive workplace and strongly encourage applicants from all backgrounds to apply and join us.

We are a Disability Confident employer and guarantee to interview anyone with a disability whose application meets the essential criteria for the role.

For an informal chat about this vacancy, please contact **Fiona Rosher, Museum Manager**, on 01969 666219 or [fiona.rosher@yorkshiredales.org.uk](mailto:fiona.rosher@yorkshiredales.org.uk) .