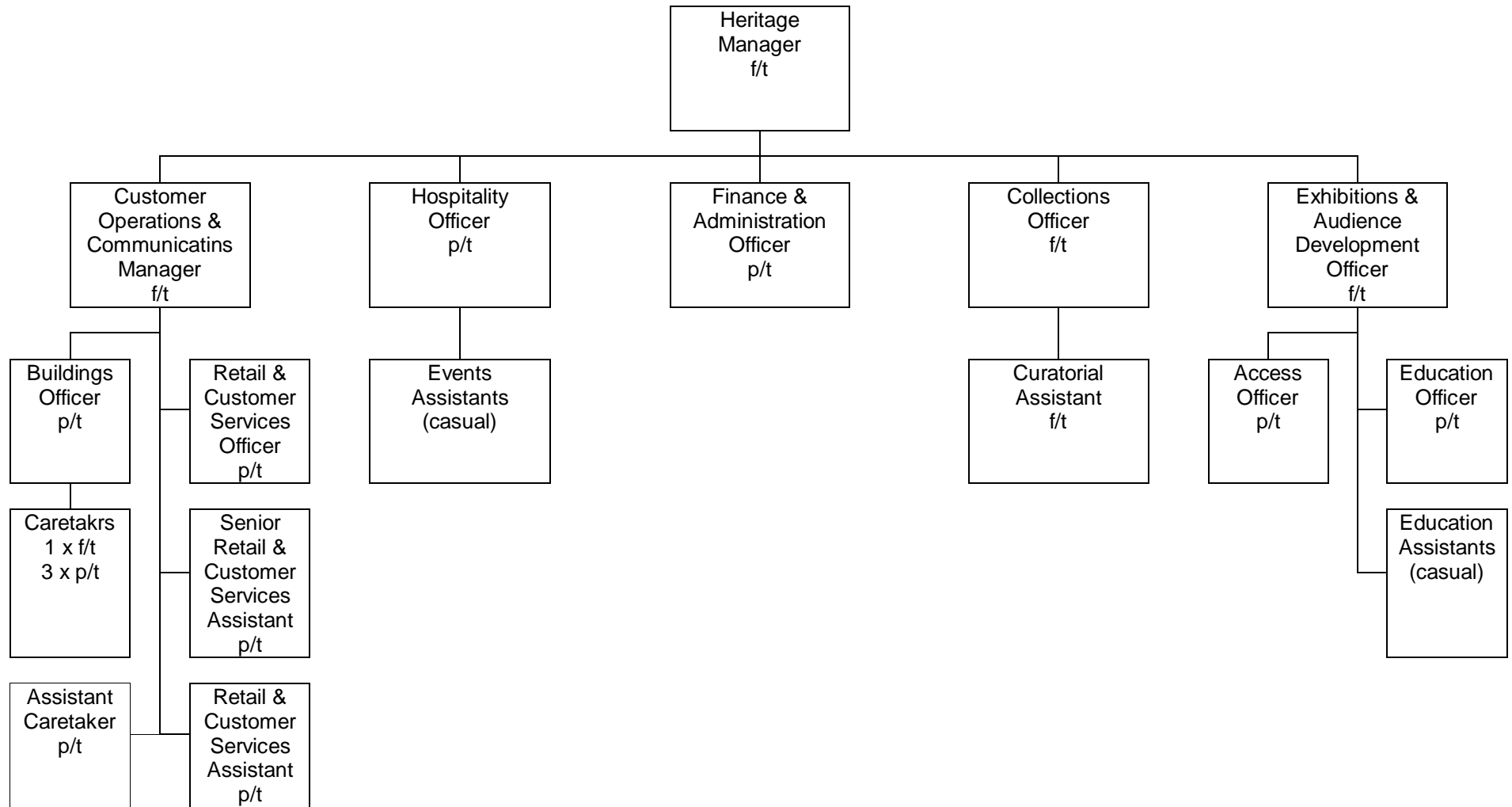
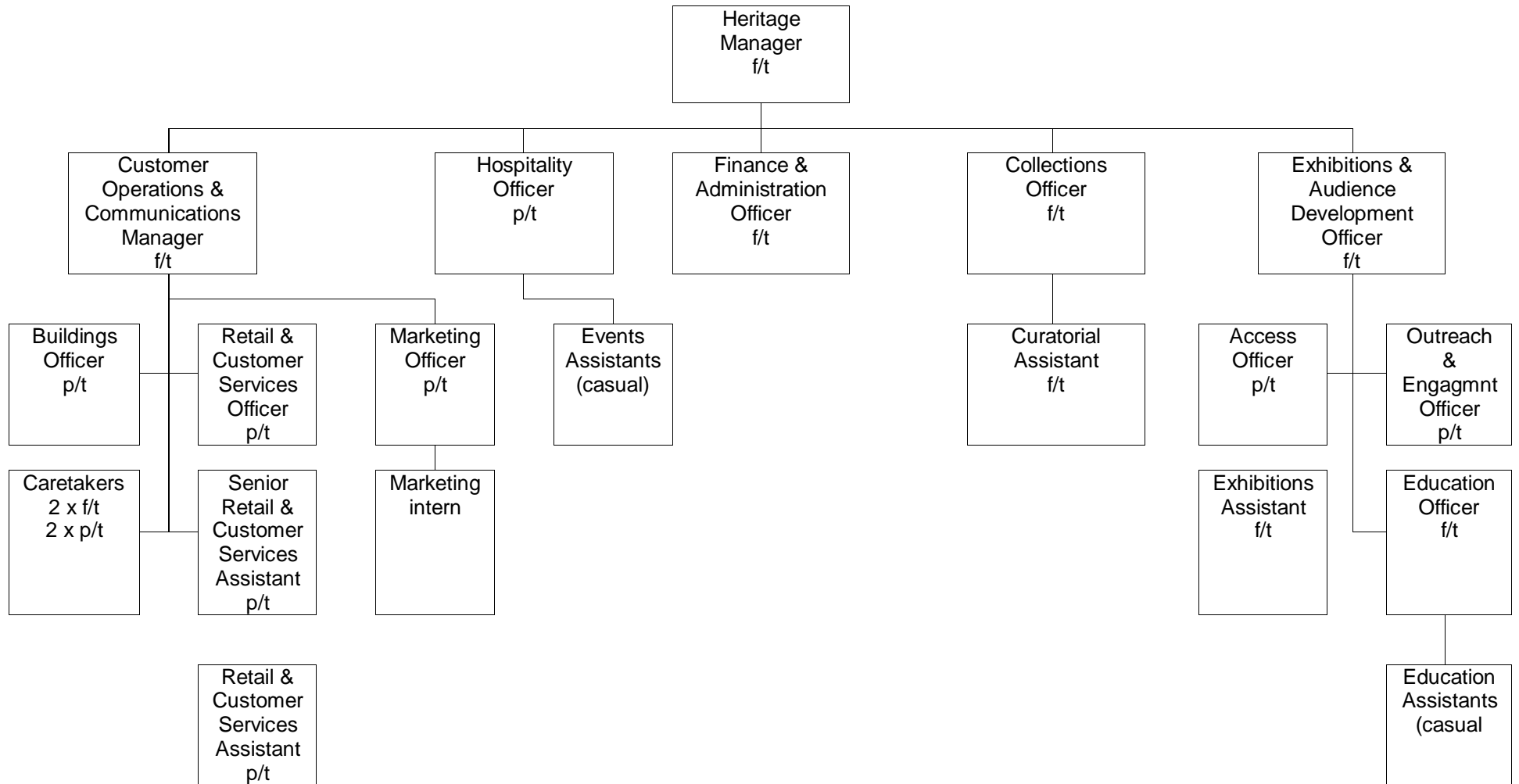


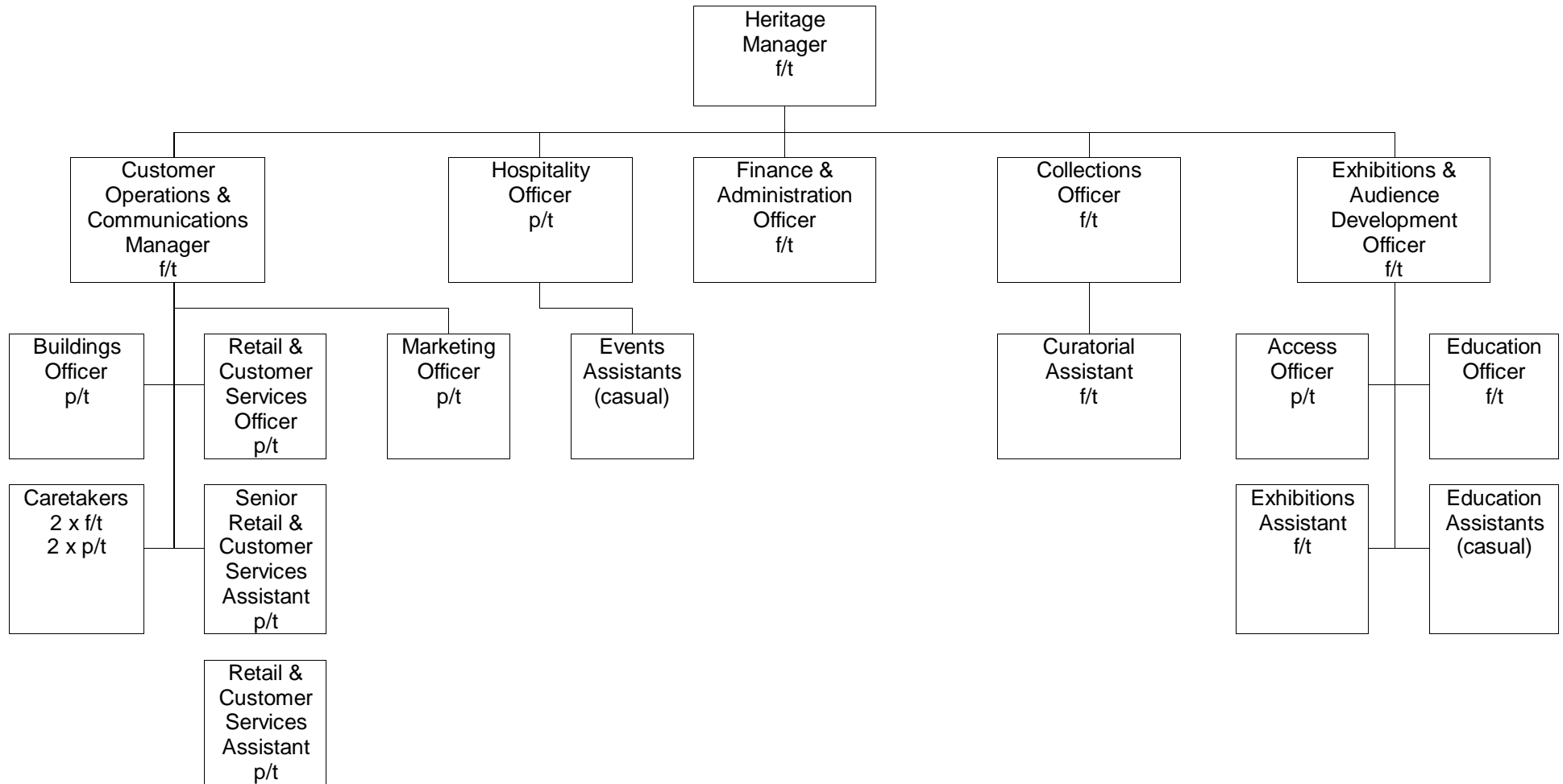
Guildford Borough Council, Heritage Team – current position November 2014



Guildford Borough Council, proposed future Heritage Team during delivery of Creating a Heritage Hub project



Guildford Borough Council, proposed future Heritage Team following completion of Creating a Heritage Hub project



Job description

Post number:	
Service:	Heritage, Economic Development
Job title:	Collections Care Officer (P/T 3 days per week – 61% FTE) temporary for 8 months
Grade:	6
Responsible to:	Heritage Manager
Responsible for:	n/a
Date last reviewed:	November 2014

Job purpose

To provide conservation and collections care assistance in planning the “Creating a Heritage Hub for Guildford” project, contributing specialist input into the second-round grant Heritage Lottery Fund application

Main duties

1. Audit the condition of items within the museum collection, identifying items suitable for display and handling and making recommendations on remedial treatment required to stabilise and make them presentable for display or other use.
2. Review the display and handling needs of collection items, making recommendations on special environmental conditions and display equipment or mounts required to display objects safely.
3. Assist in developing specifications and requirements for display equipment and materials, seeking specialist advice or testing where necessary.
4. Assist the Collections Officer in analysing environmental data in museum display areas, making recommendations on equipment or safeguards that should be provided in the refurbished museum.
5. Produce a detailed plan for relocating collection items from existing museum displays and stores to permanent or temporary storage in the off site store, returning identified items following capital works according to the requirements of new displays.
6. Assist the Collections Officer in identifying additional storage space or improvements required in the off-site store, developing a specification for any works or equipment required to provide suitable conditions for a range of items and materials.
7. Obtain quotes for all conservation work, equipment and materials to inform the project plans and budget, following Council procurement requirements

This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.



Job description

Post number:	
Service:	Heritage, Economic Development
Job title:	Fundraising Officer (F/T 37 hours per week) temporary for 18 months
Grade:	A
Responsible to:	Heritage Manager
Responsible for:	n/a
Date last reviewed:	November 2014

Job purpose

To be responsible for developing and implementing appropriate fundraising and marketing strategies for the "Creating a Heritage Hub for Guildford" project, to engage support, achieve project income targets and establish a campaign that will deliver total income of £1,500,000 by March 2017

Main Duties

1. Develop a project fundraising strategy and action plan, working in conjunction with the fundraising consultant, fundraising trust, Friends of Guildford Museum and the project team to create a plan that is feasible and addresses the project's partnership funding needs.
2. Assist the Heritage Manager in developing applications and approaches to appropriate grant giving bodies, charitable trusts and foundations, writing applications, answering questions and hosting visits.
3. Implement strategies and plans for community fundraising including developing and delivering fundraising campaigns, participation events, individual giving, online giving, major gifts, company giving and sponsorship.
4. Develop and implement a marketing and communications strategy to raise awareness of the project and fundraising campaigns in the media, amongst the local community, special interest groups and other potential funders.
5. Build networks and relationships with a range of supporters, creating and maintaining strong channels of communication to attract, establish and maintain interest and involvement in the project.
6. Manage the fundraising budget, according to the Council constitution and accountancy procedures, to meet agreed expenditure and income targets.
7. Establish effective methods to monitor progress against the action plan and income targets and produce monthly reports for the Heritage Manager and Project Board.
8. Manage fundraising volunteers, seeking, selecting and recruiting individuals, setting tasks and targets and monitoring their work.
9. Maintain clear and accurate records of contacts, approaches, applications and outcomes, ensuring all grants, gifts and donations are properly acknowledged and recorded and any conditions noted and adhered to.
10. Ensure records and databases are accurate, kept up to date and comply with Data Protection policies.

This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.

Job description

Post number:	7.34
Service:	Heritage, Economic Development
Job title:	Finance and Administration Officer (P/T 1 day per week – 20% FTE) temporary for 18 months
Grade:	4
Responsible to:	Fundraising Officer
Responsible for:	n/a
Date last reviewed:	November 2014

Job purpose

To provide financial and administrative support to the Fundraising Officer in developing and implementing appropriate fundraising and marketing strategies for the “Creating a Heritage Hub for Guildford” project, assisting in achieving project income targets. ,

Main duties

1. Provide general administrative support to the fundraising campaign
2. Enter data onto the appeal database and maintain accurate records of prospects, donations, donors’ personal information, reports sent and any other data relating to fundraising, complying with the requirements of data protection.
3. Respond to all fundraising enquiries and requests received, promptly and efficiently
4. Process income according to Guildford Borough Council procedures
5. Maintain up to date records of fundraising income received and commitments made
6. Undertake the collection, collation and presentation of data as required for reporting purposes
7. Assist with the administration and organisation of fundraising events and promotions



This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.