**Job Opportunity** – Saddleworth Museum

**Job title** – Development Officer

**Salary** - £36,000

**Location -** Saddleworth Museum – High Street, Uppermill, Oldham, OL3 6HS

**Hours**: (18-month fixed term contract) Specific Hours to be agreed – Flexibility is key 15 hours and / or 22.5 hours a week when needed – working from home Contract:  18-month fixed term contract

**Closing date** – Friday 22nd August

Saddleworth Museum + Art Gallery

From the time we opened over sixty years ago in 1962 Saddleworth Museum has been a major part of Saddleworth life. Displaying Saddleworth's unique history from Roman times through the Industrial Revolution with its legacy of the textile industry, which still gives Saddleworth its distinctive character and with displays including local leisure, wartime and homelife the Museum is a major visitor attraction receiving over 36,000 visitors each year.

We operate to professional standards laid down by the Arts Council which has awarded us accredited status. We are also a member of AIM the Association of Independent Museums.

The Project – Saddleworth Rising

Thanks to the National Lottery players.

You will oversee the development and delivery of Saddleworth Museum Our villages, Past, Present and Future Project, fundamentally this will combine a Capital Build Element as well as building a more sustainable organisation going forward.

Supported by the Curator and Management Team you will lead on the co-ordination and delivery of the Project Plan whilst being mindful of the risk register.

A comprehensive Conditions Survey has been completed and the recommendations will be central to the Capital Build process. A second new post of Development Officer will be recruited to lead on building Community and business Partners and expanding the current number of volunteers. You will report directly to the curator and Management Team of the Museum.

Selection Criteria

Monitoring project Performance to ensure timely delivery

Compiling and submitting project status reports to the Museum Management Team and NHLF.

Work effectively with relevant collaborators for efficient project implementation

Display excellent leadership, customer relations and communication skills to liaise effectively with all project collaborators

Making sure the project is running on time and on budget

Dealing with changes as and when necessary

Making sure the project delivers the expected outcomes and benefits

Work effectively with the Development Officer and Evaluation Consultant

Essential Skills

Planning and Project Management Experience

IT and database management skills

Managing budgets

Communication Skills – written and verbal

Interpersonal and Teamwork Skills

Understanding and experience of Capital Building Projects

Desirable Skills

Previous experience of Heritage related projects

Understanding Volunteer contributions

Fundraising experience

Task and Time management skills

Timescales: Job Description and Application Form

Closing date – 22nd August 2025

interview date - 28th August 2025

Application form plus C.V. sent to curator@saddleworthmuseum.co.uk