**Job Opportunity** – Saddleworth Museum

**Job Description** - Project Manager

**Salary** - £39,000 (18 month fixed term contract)

**Hours** - Specific hours to be agreed – Flexibility is key 15 hours and/or 22.5 hours a week when needed. Working from home and Saddleworth Museum

**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**

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 29th August 2025

Application form plus C.V. sent to [curator@saddleworthmuseum.co.uk](mailto:curator@saddleworthmuseum.co.uk)