

Job description and person specification

1. Summary Information	
Job Title:	National Partnerships Manager
Department:	Public Engagement, National Public Programmes
Contract Type:	Permanent appointment
Pay Band:	Technical and Professional 3
Salary:	£32,178 per annum plus benefits
Location:	South Kensington, London
Hours:	41 hours per week (including a one hour paid daily lunchbreak)
Application closing date:	9am on Wednesday 17 August 2016
2. Role Summary	
<p>The Natural History Museum is looking to transform its national engagement. With a focus on engaging large and diverse audiences, this role is responsible for developing networks, building partnerships and delivering activity with regional partners in order to engage UK audiences with the natural world and support capacity building across the sector.</p> <p>This role reports to the Head of National Public Programmes and will lead the development and delivery of new strands of activity such as the national tour of the Diplodocus as well as consolidating existing programmes such as Real World Science.</p> <p>This role is critical to the delivery of the Museum's strategy to 2020, where national activity is one of four strategic areas of focus over the coming years.</p>	
3. Role competencies (requirements)	
<ol style="list-style-type: none"> 1. Degree in natural science, education or relevant discipline 2. Highly experienced in partnership working, with proven ability to deliver programmes and other outputs successfully and in collaboration with others. 3. Experience of working with a broad range of partners including museums, youth organisations, training providers, funders 4. Excellent communication skills, both written and oral, able to express complex information in compelling and clear ways. 5. Excellent negotiation and influencing skills, able to work with a range of internal and external stakeholders, to achieve shared goals and objectives. 6. Ability to problem solve and find creative solutions 7. Knowledge of museum, cultural and learning sectors 8. Experience of presenting to funders and senior stakeholders 9. Proven ability to deliver multiple projects at scale 10. High level management experience with ability to work within a matrix environment. 	



11. Ability to deliver creative programming that combines collections and contemporary science research
12. Ability to manage people, budgets and complex multiple projects
13. Dynamic leadership style, working in fast-paced environment, delivering high quality outputs.
14. Solutions focussed mindset with ability to problem solve
15. Ability to inspire trust and confidence in others, delivering to commitments, and finding mutually beneficial solutions.

4. Main tasks and responsibilities (*job description*)

- Build the Real World Science programme, ensuring reach into every major UK region.
- Through working with regional partners deliver large-scale, UK wide citizen science activity
- Through regional partner working establish a national programme and teacher training.
- Deliver the 'Dippy on Tour' activities with partners
- Work with Tring to establish an innovative programme of events and exhibitions that can be shared with smaller museums across the UK
- Work with Science to identify relevant research that can be incorporated into programme, and to feed into Pathways to Impact as appropriate.
- Identify, scope and deliver new opportunities for national programmes with associated funding such as 'Science Uncovered'
- Build relationships with non-Museum partners in associated sectors of science (e.g. NERC), programming (e.g. Festivals) in order to realise the National Programme Strategy
- Maintain and nurture relationships with partners and with strategic stakeholders such as Arts Council.
- Disseminate activity through conferences, papers and sector-wide toolkits
- Manage Real World Science programme post and other project-based staff at South Kensington together with matrix management of project staff based regionally
- As part of effective management of the projects manage the ongoing budget, administration and reporting for the projects.

5. Diversity and disability

At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.

6. Health and Safety

All employees are required to understand and comply with the Museum Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

7. Application method

You do not need to complete your application online, but we ask candidates to email their application to Chris Wrigley, Recruitment Manager on c.wrigley@nhm.ac.uk

Applications should include:

- A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
- Details of your latest salary and notice period



INVESTOR IN PEOPLE

Please note that applications from candidates without a covering letter identifying how they match the roles knowledge, skills and experience will be rejected.

8. Selection and appointment

Selection decisions are based on merit with candidates assessed against clear, objective competence at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.

9. Salary Information

Salary for the successful candidate will be £32,178 per annum plus benefits.

For a list of museum employee benefits please visit <http://www.nhm.ac.uk/about-us/jobs-volunteering-internships/museum-benefits/index.html> Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice

10. Contact for general enquiries

HR general enquiries: Chris Wrigley - hrrecruitment@nhm.ac.uk

