



## **Heritage Project Co-ordinator - secondment/fixed term opportunity for up to 12 months due to funding**

**Salary:** Band: 8, £36,363 - £39,151 p.a (£21,817 - £23,490 for 22.2 hours per week)

**22.2 hours per week: days and working pattern to be discussed at interview (Occasional weekend and evening work maybe required)**

We offer hybrid working with the expectation to attend the office minimum 2 days a week. this remains flexible, depending on the role and subject to business needs

**Location: Portsmouth Museum**

### **What is the role?**

This is a unique opportunity to play a key role in Portsmouth's most ambitious heritage projects, celebrating 100 years of city status through community stories, exhibitions and digital innovation. As Project Co-Ordinator, you'll be at the heart of "Portsmouth 100: Your Museum, Your Stories", ensuring the project is delivered on time, on budget, and with maximum impact.

You'll work across Portsmouth Museum & Art Gallery, libraries, and community spaces, coordinating a dynamic programme that includes exhibitions, oral histories, pop-up museums, and digital storytelling.

### **Key Responsibilities**

- Lead the overall coordination of the Portsmouth 100 project.
- Monitor the project plan and budget, identifying risks and ensuring timely delivery.
- Oversee the successful rollout of exhibitions, oral history projects, pop-up museums, and digital resources.
- Support the Heritage Engagement Officer in volunteer training and community outreach.
- Arrange and lead Project Board meetings, providing regular updates and financial forecasts.
- Ensure timely payments to suppliers and volunteers.
- Liaise with the National Lottery Heritage Fund (NLHF), submitting grant reports and payment claims.
- Develop and implement a communications plan to engage internal and external audiences.
- Represent the project publicly when required, including media appearances and social media engagement.
- Manage project documentation and archive research volunteers.
- Provide flexible support to the Heritage Community Engagement Officer as needed.
- Adhere to Portsmouth City Council policies and procedures.

## Who is the person?

You need:

1. A passion for heritage and community impact.
2. Strong project management experience (formal qualifications not essential).
3. Excellent organisational and multitasking skills with the ability to work to deadlines.
4. To be a confident communicator with strong interpersonal and presentation skills. You will be liaising with a variety of stakeholders, contractors and volunteers so the ability to converse at ease with customers and provide advice in accurate spoken English is essential.
5. To have experience managing budgets and reporting.
6. The ability to work independently and collaboratively.
7. To be proficient in Microsoft Word, Excel, and PowerPoint.
8. A relevant degree or equivalent working experience in project management or project coordination.
9. A knowledge of Portsmouth's history and communities is desirable.
10. Experience in outreach, public engagement or heritage education is desirable.
11. Familiarity with archive research and digital storytelling would be advantageous..
12. Experience working with large datasets and producing public outputs would be desirable
13. Experience in creating website content would be advantageous.
14. A background in cultural or heritage environments would be desirable.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

## General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).