

Officer Requesting Decision:

Charnwood Museum Manager

Officer Making the Decision:

Head of Leisure & Culture

Recommendation:

To approve the appointment of a Project Co-ordinator for the Ladybird Ladybird project on a 9 month contact 1st July 2014 to 31st March 2015 on scale SO2.

Reason:

To ensure the Ladybird Ladybird project is co-ordinated effectively and that the key funding requirements are achieved and the aims and objectives are met with the project delivered.

Authority for Decision:

Section 8.2 of the Constitution gives delegated authority to Heads of Service, following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies to make temporary appointments to be held against existing permanent posts or within the overall budget (item 2(viii) on page 8-3 of the Constitution).

Decision and Date:



Background:

11.6.2014

Charnwood Museum has received Renaissance Strategic Funding from Arts Council England for a project titled Ladybird Ladybird, which will run until the end of March 2015.

Ladybird Books originated in Loughborough, and were produced here until 1999. Many local people worked at the factory and their lives and stories are embedded in these illustrated books which were used to teach children in England how to read. Charnwood Museum has a small Ladybird display and plans a major exhibition in 2015. This project seeks to start work on this story in advance by engaging families with young children with the museum collections, while building on the national recognition of this brand to raise the profile of Charnwood Museum and develop a platform for a new children's festival with a wide network of partners. This project will explore Loughborough's unique heritage in order to increase visitors, produce innovative events and exhibits, increase selling opportunities and tourism in order to make us more sustainable.

Project Aims are:

- Engaging Charnwood Museum with more hard to reach families by commissioning and programming artist-led workshops for families in partnership with Charnwood Children's Centres inspired by the Leicestershire County Council's museum collections.
- Through this engagement, develop new and improved museum content, displays and resources for the major celebratory event and for Ladybird's centenary in 2015.
- Work with project partners and marketing project manager to deliver a major promotional and celebratory event for the public to raise the profile of the Ladybird story, and develop content to be used in the project celebratory event.
- Source and commission tactile and sensory artwork and resources for the museum galleries.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
- Build and maintain partnerships with a wide range of organisations

The key Duties and Responsibilities of the post are:

- Lead on the planning, development and implementation of events to engage families with Charnwood Museum working with colleagues in LCC and CBC, Charnwood Children's Centre's, LeicesterShire Promotions, artist practitioners and external partners.
- Work closely with the Local Heritage Officer, Museum Manager and Museum Assistants to ensure that the Ladybird Ladybird project is complementary to Charnwood Museum's existing offer and that learning from the project is embedded into the Museum.
- Research and find appropriate collections content for events, working closely with the Collections Team at LCC and other partner organisations.
- Work with LCC and partners to ensure creative and innovative interpretative techniques are utilised to create impact and visitor engagement with museum displays, including the imaginative use of digital platforms.
- Lead on the development of and communication with a network of partners.
- Work closely with CBC's Communications Team and Museum Manager to maintain a blog/newsletter about the project's activities.
- Ensure the project is evaluated in line with best practice, reporting to funders, producing all relevant documentation and actively sharing learning.
- Manage delegated budgets effectively through robust monitoring and auditing systems, and making the best use of delegated resources.
- The nature of the work may involve the post holder working outside normal working hours.

HR Comments: (Anna Cairns 2/6/14)

This post has been evaluated at SO2. The successful candidate will be employed on a Fixed Term Contract

Financial Implications:

There are no financial implications to appointing the Ladybird Ladybird Project Co-ordinator as the project is fully externally funded through Art Council's Renaissance Strategic Funding. This post has been evaluated under the council's approved policy and was approved at Scale SO2.

The costs of employing the post are as follows:

The cost of employing the Project Officer on a 9 month contract on Scale SO2/Scp 32 is £27,200, including NI and pension costs.

Risk Management:

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Appointment not approved resulting in failure to deliver project effectively	Low	High	

Key Decision: No

Background papers: Job Description and Person Specification