



Scottish Fisheries Museum
Boats, fish and folk...

Job Description – Fleet and Volunteer Co-ordinator

1. Identification

Post Title: Fleet and Volunteer Co-ordinator
Terms: Part-time. 3 or 4 days per week (negotiable) for two years, project funded
Salary: £27,000 pro rata, per annum
Located at: Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

We are looking for a proactive Fleet and Volunteer Co-ordinator to join our small team at the Scottish Fisheries Museum. Our Fleet and Volunteer Co-ordinator will be key in supporting our existing volunteers whilst recruiting more volunteers and ensuring skills capture, development and sharing.

This post has been funded by the Headley Trust.

2. Background

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum has expanded to occupy a number of adjacent properties and holds collections of over 65,000 artefacts, including full size fishing vessels. The Museum has a small team of paid staff plus significant volunteer support, especially through three clubs, the Boats Club, Model Boat Club and St Ayles Rowing Club.

The Scottish Fisheries Museum has achieved Accreditation as a National Museum, and the entire collections were Recognised as being of National Significance in 2007. The museum supports and promotes intangible cultural heritage through its public programmes and volunteering activity which includes maintaining and operating two historic vessels, *Reaper* and *White Wing*. The *Reaper* is a member of the UK National Historic Fleet.

3. Responsibilities and Scope

Without our volunteers, we could not run our museum or operate our historic vessels. We want to develop volunteering throughout the Museum to ensure that existing skills are captured and passed on, to engage more young people, to make the way we operate across the organisation more diverse and inclusive, and to provide stimulating and meaningful experiences for our volunteers and our visitors.

Key Responsibilities

- Liaise with volunteers to co-ordinate the programme for the operational fleet (*Reaper* and *White Wing*) including keeping required records, ensuring appropriate facilitation and training, managing routine expenditure, co-ordinating procurement

of surveys and repair work, and assisting with the design and delivery of outreach programmes.

- Support the proposed Fleet Advisory Group, to provide external advice and guidance in respect of operational fleet and static boats.
- Work with museum staff and volunteers to develop programmes across the museum for volunteer recruitment and support, including the transmission of specialist knowledge and skills to different audiences.
- Work with museum staff and volunteers to ensure relevant requirements as to health and safety, risk assessments, safeguarding and insurance are complied with.
- Assist with focused fundraising to secure the future of the museum, the collections (including the fleet), and educational and outreach activity.

4. Terms of Appointment

This is a part-time role of between 3 and 4 days per week. There is some flexibility on the core working hours, to be agreed with the Head Curator.

The Fleet and Volunteer Co-ordinator is expected to work from Museum premises, during normal operating hours where they can support and interact with the volunteers.

Occasional evening and weekend working will be required. In addition, the Fleet and Volunteer Co-ordinator will act as a Duty Manager to supervise the running of the Museum on a rota basis. Time off in lieu will be given on all such occasions.

The post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

The successful candidate will be engaged as an employee and will be entitled to receive a pension contribution, holiday pay and other benefits.

5. Person Specification

We are looking for an enthusiastic and proactive person who brings with them:

- Experience of working with volunteers
- Experience of managing or co-ordinating operational activity and projects
- A willingness to learn and grow in the role, drawing on experience
- A willingness to try new ideas and create possibilities.

Desirable, but not essential:

- Experience of either operational or static vessels
- Experience of designing training programmes and skills sharing.

Personal Qualities

- Outstanding communication skills
- Excellent listening skills and an approachable manner
- Positive in the face of change and new challenges
- A keen team player, happy to work and learn alongside a wide range of people

- Excellent organisational skills
- Good humour, enthusiasm and emotional intelligence
- The ability to represent the Museum as an ambassador.

6. Application Procedure

To apply, please submit your CV to Linda Fitzpatrick (linda@scotfishmuseum.org) with a covering letter (max 1 side A4) detailing how your qualifications, experience and qualities would equip you to fulfil the requirements, by 5pm on Wednesday 19th June.

Selected applicants will be invited for interview in the week of 1st July 2024, date and time to be confirmed in advance in writing.

There will be an opportunity to see the *Reaper*, Boatyard, and Museum and to meet some of the Volunteers ahead of the interview.

The Scottish Fisheries Museum Trust is a company limited by guarantee registered in Scotland (Co No 45381) and a Scottish Charity (SC006185). The registered office is St Ayles, Harbourhead, Anstruther, KY10 3AB.

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