



Project Co-ordinator

Full-time, Permanent

Salary £29,888 - £32,602 per annum (from January 2025)

Plus generous benefits package

Hybrid / flexible working

About the role

Are you a confident and well organised project co-ordinator? Do you have experience coordinating multiple projects? Do you want to work in a creative organisation with a focus on continuous improvement? This role might be ideal for you.

It doesn't matter if you think [the Glasgow Boys](#) is the name of a boy band or you don't know your Dalí from your Degas. However, you must excel in project coordination and administration, with strong organisational and time management skills being crucial.

In this new position, you'll play a key role in supporting the delivery of projects across the organisation by providing essential administrative assistance, optimising integrated plans, and balancing resource allocation to align with priority objectives.

You'll have a proven track record in scoping projects, supporting the development of business case benefits, and assisting with the delivery of complex initiatives. You will be relied upon for your expertise in planning, forecasting, and managing resources and budgets across multiple projects. You'll enjoy working with a wide range of projects and balancing competing demands effectively. Problem-solving will be a core part of your work, ensuring the smooth execution of projects while addressing challenges effectively.

The difference you'll make

We have an ambitious programme aimed at enhancing the care of our world-class art collection and our people, continually improving our visitor experience. This involves a wide array of improvement projects throughout the organisation, ranging from major capital initiatives like [the Art Works](#) to exhibition and loan programmes.

We constantly strive to improve our engagement with audiences and empower our colleagues to achieve their full potential. Our commitment to continuous improvement involves developing and delivering multiple projects simultaneously. Efforts also focus on optimising operations in areas such as improvement plans for our estates, security and IT, income generation, equalities, environmental response, and wellbeing.

Reporting to the Projects Office Manager, you'll help implement our project management methodology and processes. You will champion continuous improvement by promoting the efficient use of skills and resources aligned with organisational priorities. Through collaboration, you'll ensure that our improvement plans are both effective and impactful.

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VAT No. GB1001904 82

Your duties will include:

- Supporting project managers through the 4 phases of our project methodology.
- Ensuring the project managers maintain comprehensive project documentation, including project plans, status reports, risk logs, and issue logs.
- Working with project leads producing reports and making recommendations about potential risks, resource constraints and achieving target project benefits.
- Ensuring that key programme and project-related documents are available to colleagues and that decisions are accurately recorded.
- Preparing and distributing meeting agendas, minutes, and follow-up action items for the Project Board.
- Working with the Extended Leadership Team to produce executive reports on the overall Integrated Programme, highlighting key information and recommendations to the Leadership Team, so they know where decisions need to be made to ensure projects are delivered on time to realistic targets.
- Providing project support to operational leads to enable them to scope, plan and deliver their project targets successfully.
- With the Projects Office Manager, ensuring that improvement initiatives are executed effectively and efficiently.
- Serving as a point of contact for project-related inquiries and communication.
- Facilitating communication between project teams, stakeholders, and senior management.
- Providing regular updates to stakeholders on project progress, risks, and issues.

Who We Are Looking For

To succeed in this role, you will need the following range of knowledge, skills, and experience:

- Proven experience in supporting the co-ordination of a range of projects.
- Excellent project co-ordination and administration skills with experience in scoping, supporting the development of business case benefits, and assisting in the delivery of complex projects.
- Assisting with the planning, forecasting, and managing resources and budgets across multiple projects simultaneously.
- Strong organisational and time management skills to handle competing demands.
- Good problem-solving skills to address challenges and ensure smooth project execution.
- Ability to communicate and engage effectively with a range of stakeholders.
- Experience in providing support and advice on project management skills.
- Strong influencing, interpersonal, and effective team-working skills.
- Excellent IT skills, with high competence in Excel, PowerPoint, and project management tools.

It would also be great if you have:

- Familiarity with continuous improvement techniques.

[nationalgalleries.org](https://www.nationalgalleries.org)

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We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£29,888 - £32,602 per annum (from 01 January 2025). Starting salaries will normally be at the minimum rate depending on experience.

Hours

35 hours per week excluding a one-hour unpaid lunch break each day Monday to Friday. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

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Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS however, you will work across all three of our amazing Galleries based in the heart of Edinburgh. Free car parking is available at Modern Two.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 25 November 2024.

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.