

Role: Project Officer – Review & Rationalisation Project	Region / Department: Collections Team
Reports to: Collections Registrar	Pay Band: Grade 3 Upper, £28,530 - £31,519 pro-rata, per annum
Location: Based at central hub office at Broadstone, Gyle Crescent, Edinburgh, but travelling across the Scottish mainland and islands as required. Some blended hybrid working is allowed at the discretion of the line manager	Type of Contract: Fixed Term for 12 months, full time
COST CENTRE (e.g.:3CUZ): 2001	ACTIVITY CODE (e.g.: VSZ): CL2 Project P200046

JOB PURPOSE

The purpose of this role is to work with the Collections Registrar team on a project to review items from the Trust's support collections for retention, disposal, or transfer. The project aims to improve the quality and impact of the collections held by the Trust, by reducing the quantity of low significance support collections held in storage, and at properties.

The role will provide support to the Collections Registrar and involves a combination of archival research to determine collections provenance, with the physical management of those objects to prepare them for disposal, transfer or return to the relevant Trust property. This role requires someone with experience in museum collections management and meticulous attention to detail. The post-holder will demonstrate confidence and tact in consulting with a wide range of stakeholders including curators, registrars, conservators, property staff and external contractors.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Working closely with the Collections Registrar and Assistant Collections Registrar, the post-holder will:

- Implement the existing methodology for review and rationalisation in line with NTS Collections Development Policy and sector best practice
- Complete assessments and categorisations of support collections across several Trust sites
- Complete a prioritised programme of provenance research, liaising with NTS legal team and external subject specialist experts where appropriate
- Complete a process of significance assessment, guiding the input of curatorial colleagues and internal and external stakeholders as needed
- Facilitate a planned programme of pest treatments before arranging for disposal, de-accessioning, or return to Trust properties
- Other duties which may arise, ensuring that any work produced under the umbrella of the Conservation & Policy Directorate is outcome led, focused on delivery, and supports the needs of properties and aligns to NTS Sustainable practices.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- A full UK driving licence, current for driving within the United Kingdom, own car, and willingness to travel across Scotland

Desirable

Experience

Essential

- Strong working knowledge of current best practice in museum collections management and documentation
- Experience of, and a sound grasp of, the standards and requirements of the UK Museum Accreditation Standard and the Museums Association Code of Ethics
- Strong IT skills with proven experience in the use of museum collections management systems
- Excellent attention to detail and a track record of collections research and problem solving
- Thorough working knowledge of ethical, legal, insurance and indemnity issues regarding collections and collections rationalisation
- Experience and confidence in the appropriate techniques for the handling and packing of museum collections, including an awareness of potential hazards in collections and the appropriate health and safety standards
- Excellent liaison and negotiation skills and ability to communicate clearly, both orally and in writing
- A strong team player, with the ability to get on with, and collaborate with, a wide range of people and to manage sensitive communication with a variety of stakeholders

Desirable

- Experience of working with and identifying historic furniture would be a particular advantage
- Experience of using Axiell Collections CMS
- Experience and knowledge of museum best practice in collections review and ethical disposal

DIMENSIONS AND SCOPE OF JOB

Scale

The National Trust of Scotland manages over 120,000 objects through our Axiell Collections Management System. These collections are housed at 50 properties across Scotland, and in dedicated stores. This role will contribute to a project to continue a programme of work post-inventory (Project Reveal 2017-2019) to review and rationalise support collections held both at properties and in storage.

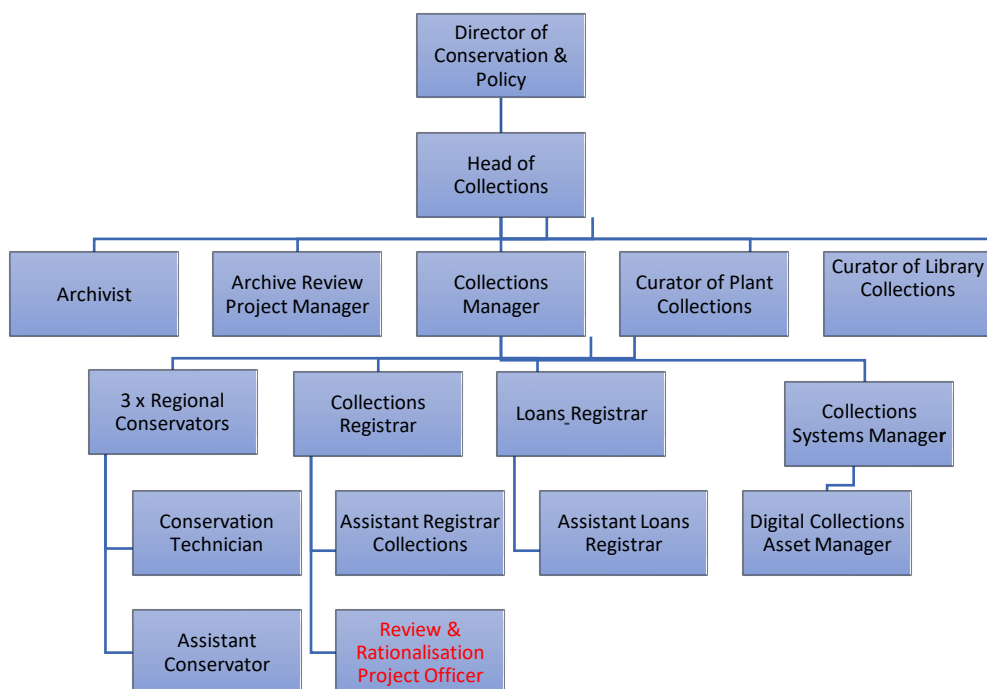
This role will require on-site work at Trust properties, many of which are not currently accessible by public transport, so driving and possible overnight stays will be required. The post-holder must be willing and able to travel across Scotland as required. Many of our collections are located in historic properties where access is only possible by use of the stairs and work involved could be physically demanding.

People Management

- Close working relationships with property-based staff
- Pro-actively and routinely liaise internally with Collections Conservation & Management Team members, curatorial colleagues and central teams

Place in organisational structure (extract of org chart showing role):

The role is temporary project role within the Collections Conservation and Management section of the Collections Team. The post has funding for 12 months. The Collections Team sits within the Conservation and Policy directorate. This role will need to liaise effectively with members of the Curatorial team, within the Public Engagement and Research Directorate and staff based in properties across the Trust, as well as a number of external stakeholders.



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 9th March 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"