

ROYAL ARTILLERY MUSEUM

GUNS ON THE PLAIN PROJECT (FUNDED BY THE NATIONAL LOTTERY HERITAGE FUND)

PROJECT OFFICER

JOB DESCRIPTION

Job title:	Project Officer
Reports to:	RAM Manager
Salary:	£28,000 per annum
Hours:	Full time
Contract:	2 years fixed contract, with extension to 4 years subject to the project securing Delivery Stage funding from The National Lottery Heritage Fund

Purpose of the post: The Project Officer will play a key role in the Royal Artillery Museum's Guns on the Plain project, which will create a new museum at Larkhill in Wiltshire. They will undertake a wide range of project coordination and project administration activities and provide general project-based support to the project team. The Project Officer will undertake research to develop a detailed understanding of the collection and its stories, as well as the full range of other client requirements, in order to help provide appropriate briefing and guidance to the consultant team.

DUTIES AND RESPONSIBILITIES

Project administration and coordination

- Maintaining all project filing and records, both digital and paper
- Organising project meetings, circulating meeting agendas and papers
- Taking minutes and following up on action points
- Acting as the first point of contact with the project for stakeholders and the public
- Recording and coordinating communications with stakeholders and the public
- Responding to enquiries and general communications about the project
- Creating project-based content for the website, social media, newsletter and other communications material

Project-based support to the RAM Manager and consultant Project Manager

- Helping monitor project progress, resolving issues and initiating appropriate corrective action
- Helping monitor project expenditure and costs against delivered and realised benefits
- Coordinating third party contributions to the project
- Updating the risk register
- Identifying risks to the successful outcome of the project and monitoring mitigation actions
- Liaising with external contractors and consultants as required
- Coordinating monitoring reports to the National Lottery Heritage Fund and other funders
- Coordinating grant drawdown applications to National Lottery Heritage Fund and other funders
- Assisting with the preparation of tender documents and support the tendering and interview process for external contractors and consultants
- Providing comprehensive and effective project management support to the project team

Research and briefing

- Undertaking research into the collection to develop proposals for where objects will be displayed or stored in the new museum
- Working with the collections team to ensure that there is a comprehensive plan for collections storage that accounts for the entirety of the collection
- Working with the collections team to assess space and environmental requirements for specific objects or parts of the collection
- Undertaking research into the collection and its stories to support interpretation planning work
- Undertaking research into other aspects of the proposals to ensure that ongoing briefing and design development work is based on a robust shared understanding of client requirements

PERSON SPECIFICATION

Essential

- Effective interpersonal and communication skills
- The ability to work in teams with people from diverse backgrounds, including staff, volunteers, consultants, contractors and other stakeholders
- Ability to find ways of solving or pre-empting problems
- Genuine and demonstrable interest in museums and heritage
- Experience of working in an administrative role, preferably within a museum / heritage setting
- Ability to work within and alongside a military environment
- Proactive, highly organised and able to work under own initiative
- Excellent written and verbal communication skills
- Excellent organisational skills, ability to multi-task and meet tight timescales
- Ability to carry out research using a range of different sources
- Experience of Microsoft Office applications

Desirable

- Interest in military history and military technology
- Project management qualification or relevant experience
- Knowledge of techniques for planning, monitoring and controlling projects
- Previous experience of museum / heritage projects, in particular those funded by The National Lottery Heritage Fund

Application process

Please send your CV, with a covering letter explaining why your skills and experience would make you a good fit for this role, to Martin Harvey, RAM Manager:

mh@royalartillerymuseum.com

DEADLINE FOR APPLICATIONS IS 12 JUNE 2026

Please direct any questions about this role to mh@royalartillerymuseum.com

This position is part funded by The National Lottery Heritage Fund.