

JOB DESCRIPTION

NATIONAL COAL MINING MUSEUM FOR ENGLAND

All employees work for the National Coal Mining Museum for England, which is a charitable company limited by guarantee, registered with the Charity Commission and Companies House. The charity has been created to ensure that Caphouse Colliery and Hope Pit, and their collections, are preserved as a vitally important part of our national heritage and protected for future generations. It aims to do this by keeping coal mining alive through collecting and preserving the industry's rich heritage and creating enjoyable and inspiring ways for people of all ages, backgrounds and needs to engage with the story of coal, and its legacy. To do these things requires a safe, efficient, accountable, inventive and resilient organisation.

Your post is designed to contribute to our Strategic Objectives.

1. POST DETAILS

1.1. Title: Collections Review Assistant (John Ellerman Project)

1.2. Location: NCMME, New Road, Overton, Wakefield

1.3. Funded by the John Ellerman Foundation from 1st September 2025 – 31st March 2028

2. REPORTING TO:

Head of Collections, Exhibitions and Digital

3. SUPERVISORY RESPONSIBILITIES:

- Volunteers, work placements and freelancers
- External contractors

4. OVERALL PURPOSE OF POST:

Working under the overall direction of the Head of Collections, Exhibitions and Digital and working closely with the Collections Engagement Manager (Coal Mining Heritage), this role will work with our Mine Guides to carry out a full collections review of the industrial heritage collection to inform a programme of improved care and documentation, create costed conservation assessments and to inform the rationalisation of the collection. The postholder will also look at opportunities to increase engagement with the collection with a view to an annual event created to showcase the innovation and technology of this nationally significant collection.

Occasionally circumstances may arise that require the postholder to perform other duties or tasks as may be reasonably required by the Trust.

5. KEY RESPONSIBILITIES

5.1. General Duties

- Create a working document and methodology for a full collections review of the industrial heritage collection.
- Establish a working group for the project, with regular meetings and updates provided throughout the duration of the project.
- Carry out a full collections review of the industrial heritage collection across the site and stores.
- Report on any immediate areas of concern for the stores or collections.
- Provide recommendations for improvements in collections management, collections care and storage environment.
- Assist the Collections Engagement Manager with managing hazardous materials in the collection and mitigate risk to the collections, staff and volunteers.
- Provide regular progress reports and information for project evaluation.
- Plan and carry out regular evaluation throughout the duration of the project.
- Plan and manage object moves around site, ensuring health and safety procedures are adhered to and appropriate risk assessments and method statements are in place prior to any moves.
- Liaise with external contractors to safely move objects, ensuring all required checks and paperwork are in place.
- Produce a full report with recommendations for conservation, object use, and rationalisation.
- Liaise with external conservators for conservation assessments to be carried out with fully costed conservation estimates.
- Produce a separate rationalisation report for Trustees approval.

- Begin the procedure for rationalisation and disposal of items identified through the report. Making initial contact with organisations, ensuring correct documentation and relevant sign offs are in place and progressing this to the end of the project.
- Assist the Collections Engagement Manager (Coal Mining Heritage) with the Museum's programme of rationalisation and disposal already identified and signed off.
- Work with the wider Museum team to develop and deliver visitor engagement opportunities throughout the project both on site and digitally.
- Work with the wider Museum team to develop and deliver an annual event showcasing the nationally significant collection.
- Input into the final evaluation report at the end of the project.
- Keep up to date with current and best practice within the sector through continued professional development with bodies such as ICON and the Museums Association.
- Be accountable for your own personal development and to keep up to date with collections management best practice within the museum and industrial heritage sector.
- Take reasonable care for the health and safety of all staff, volunteers and of others who may be affected by their acts or omissions at work.

5.2. Other Duties:

- Undertake other duties at a comparable level of responsibility when required.

5.3. Special Features:

- For the success of the organisation you may be asked to work occasional evenings, weekend and Bank holidays.

6. PERSONAL CONTACT:

6.1. Internal:

- Members of the Museum staff and Volunteers
- Trustees and the Board of Directors

6.2. External:

- Professional museum bodies, external organisations and individuals related to collections.
- Staff of other museums.
- Members of the public.

- Donors.
- External contractors and consultants where work with the collections is involved.
- Funding organisations.

PERSON SPECIFICATION

Criteria	How Identified
Qualifications/Training	
Essential: <ul style="list-style-type: none"> • Hold a relevant professional qualification in museum/heritage studies Desirable <ul style="list-style-type: none"> • Evidence of continued professional development 	A/I
Experience	
Essential: <ul style="list-style-type: none"> • Practical experience of working with collections – voluntary or paid • Practical experience and understanding of museum documentation procedures. Desirable: <ul style="list-style-type: none"> • Experience of working with large objects and industrial collections. 	A/I
Skills/Knowledge	
Essential: <ul style="list-style-type: none"> • Current knowledge of issues facing the museum sector. • An up-to-date knowledge of relevant museum sector national standards, principles and practice. • Up-to-date knowledge of relevant policy, technical, regulatory and professional frameworks. • Good knowledge and practical application of manual handling and collections hazard management. • Excellent written and oral communication skills, including the ability to write fluently, accurately and creatively. • Good interpersonal skills, with the ability to build and maintain strong relationships at all levels internally and externally. • Creative approach to unlocking the stories behind objects and developing engaging interpretive content. • Ability to plan and think strategically. 	

Criteria	How Identified
<ul style="list-style-type: none"> • Excellent problem-solving skills. • Good manual dexterity and a neat, methodical approach to practical work. • Demonstrable ability to methodically and accurately maintain effective records and record keeping systems and processes. • Demonstrable ability to work independently, as well as part of a team. • The ability to pay close attention to detail and work accurately. • Ability to clearly explain technical issues to non-technical users • IT literate across Microsoft Office Suite including Word, Excel, PowerPoint etc... <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of using power tools, lifting and movement equipment, writing risk assessments and COSHH assessments. 	
Personal Qualities	
<p>Essential:</p> <ul style="list-style-type: none"> • Personable with an ability to quickly build effective relationships with peers, colleagues, partners and stakeholders at all levels • Flexibility in approach and attitude • Passionate in promoting the vision/mission and achieving the aims and objectives of the Museum 	A/I

Key:

A Application form
I Interview

7. HEALTH AND SAFETY:

7.1. In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the post-holder's duties and personal responsibilities.

7.2. In addition, the Management of the Health and Safety at Work Regulations 1992 detail the following:

- Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
- Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

8. EQUAL OPPORTUNITIES:

8.1. The post-holder's duties must at all times be carried out in accordance with the Museum's Equal Opportunities Policy and other policies designed to protect employees or the Museum's users from harassment.

8.2. It is the duty of the post-holder not to act in a prejudicial manner towards the Museum's users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.

Job Description Agreed By: Lynn Dunning CEO

Date of Issue:

June 2025

Signed:
(postholder)

Date: