

**Capacity Programme Assistant**  
**Full Time (35 hours per week)**  
**Starting salary £25,232 per annum**  
**12 month fixed term contract**

Thank you for your interest in Museums Galleries Scotland (MGS). Please find below information about working at MGS; and a job description for the post of Capacity Programme Assistant.

**To apply:**

1. Please complete an application form, by downloading it from our website.
2. Then submit your form via our online system at:  
<https://hr.breathehr.com/v/capacity-programme-assistant-41581>

The deadline to apply is Thursday 17<sup>th</sup> July at 9am.

Please use our application form, CVs will not be accepted. If our application form makes it difficult for you to apply and demonstrate your skills effectively, we would be happy to accept a video, audio or alternative application format. Please refer to the guidance on alternative application format to ensure your application will cover all the required information. If you would like to discuss an application in an alternative format, please contact us on the email below or call 0131 550 4197.

If you have any queries please email [hr@museumsgalleriesscotland.org.uk](mailto:hr@museumsgalleriesscotland.org.uk), including the name of the post in the subject box.

Please note that interviews for this post are planned to take place online, on Monday 28<sup>th</sup> and Tuesday 29<sup>th</sup> July. The format of the interview will be a task or presentation which we will send information about in advance (if relevant to the role) and a series of competency based questions.

Museums Galleries Scotland welcomes applications from all sections of the community and is an equal opportunities employer. We hold Living Wage and Investors in People Gold accreditation and are happy to talk flexible working. We will guarantee an interview to people with disabilities who meet the essential criteria in our person specification.

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Please note that details supplied may be held in electronic and paper files for administration purposes only during the recruitment process. We retain recruitment files for six months following the date of interview, after which they are disposed of appropriately. You can find our privacy policy here: <http://museumsgalleriesscotland.org.uk/privacy-policy/>

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## **Working at Museums Galleries Scotland**

Museums Galleries Scotland is the National Development Body for the Scottish museums sector. We're here to support more than 449 museums and galleries, whether through strategic investment, advice, advocacy, skills development or other means. You can find out more about our objectives, business plan and day to day goals on our website:

<https://www.museumsgalleriesscotland.org.uk/about-us/>

MGS currently has 44 staff. We have Gold Investors in People accreditation, are a Disability Confident Employer and a Living Wage Employer. MGS is striving to be an anti-racist organisation and more information on our commitment to this is [here](#). We also aim to support museums and galleries to reach their climate and sustainability goals and our commitment to climate action can be found [here](#).

## **Location**

MGS is a hybrid working organisation with flexibility around working from home and the office. We have a modern open-plan office in central Edinburgh and we are set up for a range of flexible working options.

There is no expectation that staff will attend our office for any set number of days per week or per month. Depending on the role, we are also open to the option of 'homeworker' status where an employee is based at their home address.

The postholder may be required to attend certain events, in-person meetings and to make visits to museums as necessary. However, with most roles, we are open to discussing the frequency of this with the successful candidate.

We also hold quarterly 'all staff' meetings which we do expect everyone to attend in person wherever possible. Examples of recent meetings have included a trip to the Scottish Crannog Centre and to the Edinburgh Printmakers.

In order to carry out an effective induction, we consider it beneficial for the successful candidate to attend our Edinburgh office on your first day of work at MGS.

## **Hours of work**

The normal full time working week is one of 35 hours Monday to Friday with a minimum unpaid lunch break of half an hour.

## **Annual leave**

Annual leave entitlement for full-time employees is 25 working days plus 10 public holidays, rising to 30 days after 5 years' continuous service. (Leave is calculated pro-rata for part-time employees.)

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## **Pension**

MGS employees will be automatically enrolled in the Lothian Pension Fund.

## **Employee Assistance Programme**

All employees have access to an Employee Assistance Programme offering support on a wide range of issues.

MGS is committed to progressive changes across our ways of working and to continuous improvement. We are proud to have achieved or signed up to the following organisational accreditations and commitments.



### **LGBT Youth Scotland Charter Mark**

MGS has signed up for the LGBT Youth Scotland Chartermark accreditation programme which we are due to complete in April 2026.

The LGBT Charter is a programme that enables organisations to proactively include LGBTQ+ people in every aspect of work, including protecting staff and providing high quality services.

[Logos shown are for: Investors in People Gold, Happy to Talk Flexible Working, Living Wage Employer, Disability Confident Employer, Apt – Proud Partner in reducing the disability employment gap, Carbon Literate Organisation Gold, SQA Approved Centre, Young Person's Guarantee, Modern Apprenticeships provider, Scottish Business Pledge.]

# Staff benefits

**INVESTORS IN PEOPLE™**  
We invest in people Gold

Aspiring to be an excellent workplace for all

## Fair pay



**Clear salary scales**

**Pension:** employer contribution 19.4% in 2024-25

**Cyclescheme** salary sacrifice option.

Investment in **learning and development**.

## Leave and flexibility



**Annual leave:** 35 days including public holidays, increase after 5 years' service.

**Flexi time system** and flexi leave.

**Personal Development days**

Enhanced **maternity, paternity and adoption** pay.

**Care for dependents** leave

Career breaks/special leave

**Flexible approach** and ability to work from home.

## Wellbeing



**Employee Assistance Programme**

Range of advice and counselling services.

Use of **ICOM cards** giving free access to museums and exhibitions worldwide.

**Mental health first aiders.**

Staff-led **social activity**.

# Capacity Programme Assistant

## Job description

### Job information

- **Line manager:** Senior Capacity Programme Manager
- **Team:** Museum Development
- **Full Time (35 hours per week)**
- **Temporary Post (12 months)**
- **Location:** Hybrid

### Summary of Position

The new post of Capacity Programme Assistant will work with the Senior Capacity Programme Manager and Capacity Programme Officer in the Museum Development team to facilitate delivery of a new capacity-building programme designed to support Scotland's museums to become more resilient organisations in line with the strategy for [Scotland's Museums and Galleries Strategy](#).

The strategy **provides a framework for the sector and MGS to work to ensure the future relevance and resilience of the sector**. It centres around three thematic strands of **Connection, Resilience and Workforce**.



The Programme Assistant provides administration support for projects and programmes in the new Capacity Programme.

This will include administration for training courses and events, including managing bookings and participant requirements. The Programme Assistant will be involved in collecting and maintaining programme data which will be required for programme evaluation. The post holder will communicate via email and telephone with a range of people from the museum sector and external partners as part of the capacity programme team.

#### **OVERVIEW OF RESPONSIBILITIES**

- Organise the administration of the training programme(s), including organisation of training events, liaising with training providers and assisting participants
- Assist the Programme Officer in preparation, delivery, updating and monitoring all project plans, documentation and deliverables
- Help maintain up-to-date information systems, including collation of data needed for effective monitoring and evaluation of the project to meet MGS and other funders' requirements
- Help maintain effective relationships with partner organisations, training providers and programme participants.
- Handle programme enquiries via email and telephone
- Help collate and record budgets for programming
- Help to organise webinars and online sessions to support participants of the programme

The above mentioned tasks and responsibilities constitute an overview and not an exhaustive list. The Programme Assistant will pursue this work in line with the National Strategy and Scottish Government National Priorities. Workload and priorities is ultimately determined by the MGS Business Plan and the *Capacity Programme plan*.

## **RELATIONSHIPS**

- Build and nurture effective working relationships across the organisation, with programme participants and external partners
- Collaborate with and support the capacity programme team and MGS colleagues
- Work fairly and with integrity and adapt style to different people, cultures, and situations

This role requires close professional relationships across the organisation. The Programme Assistant will work closely with these and other colleagues, in particular with the Programme Officer and the Senior Programme Manager.



# Person Specification

The successful candidate will manifest our core values: collaboration, integrity, passion for museums, and courageousness.

## EXPERIENCE AND SKILLS

### Essential

- Administration experience
- Managing a varied workload
- Microsoft Office and confident using a range of systems and digital platforms
- Excellent communication skills with a customer focused approach
- Experience of organising and supporting events
- Managing data and documents
- Excellent organisation skills and an ability to deliver over multiple projects
- Attention to detail

### Preferred

- Experience working in a project setting
- Demonstrable interest in the museums/heritage/culture sector in Scotland

We work with staff to help everyone reach their potential in the workplace and welcome conversations with individuals about their needs, circumstances and aspirations.

## HOW YOU WORK

MGS has a behavioural competency framework which describes how we expect people to go about their work day-to-day. Staff must demonstrate the following skills areas at an appropriate level:

- Works collaboratively
- Communicating with impact
- Respect, inclusion and integrity
- Effective decision-making
- Sector focus
- Drive for results
- Innovation, agility and building capability

In particular this role requires someone who conveys energy and enthusiasm about their work, can make effective decisions following appropriate criteria, organises and plans work effectively, readily contributes ideas and willingly adapts working practices to support changes.

All staff are expected to champion and help deliver MGS's commitments to [anti-racism and climate](#).

## SPECIAL REQUIREMENTS

Travel – regionally will be required Approx. 10 days per year. Occasional overnight trips may be required.