

## **People and Learning Manager**

### **Part time (28 hours per week, 0.8 FTE)**

### **Starting salary £38,876 per annum pro rata (£31,100)**

### **Permanent**

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 People and Learning Manager.

#### **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/people-and-learning-manager-42678>

The deadline to apply is **Wednesday 10<sup>th</sup> September 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 4150.

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 22<sup>nd</sup> and Tuesday 23<sup>rd</sup> of September.** 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. Please note, we always make best efforts to implement this however there may be occasions where it is not practicable to interview all disabled people that meet the essential criteria for the job. For example if we receive a very high number of applications meeting this criteria. In this situation we will consider a reasonable alternative approach – for example setting a maximum number of interviews and ensuring that a proportion of interviews are offered to the disabled candidates who best meet the essential criteria for the job.

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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](#).

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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 455 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](#).

MGS currently has 45 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 and individual circumstances, 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. In this role the postholder will ideally be able to attend the office on occasion e.g. to deliver inductions for new staff, to attend some in-person meetings, and to have an understanding of the office environment in order to support the wider Resources team as needed.

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, Edinburgh Printmakers, Perth Museum and Summerlee Museum.

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. We will provide you with a laptop and other equipment you require.

## **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.

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### **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.)

### **Pension**

MGS employees will be automatically enrolled in the Lothian Pension Fund. This is a secure and valuable Local Government Pension Scheme designed to support your financial wellbeing. There is a generous employer contribution (19.4% in 2025-26) and your employee contribution rate is a set percentage of your pensionable pay. Find more information about [the pension scheme](#).

### **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.

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



### **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 2025-26

**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**.

## About Museums Galleries Scotland

Museums Galleries Scotland (MGS) is the National Development Body for Scotland's museum sector. We support museums and galleries through strategic investment, advice, workforce development and advocacy.

We are the lead body for the delivery of [Scotland's Museums and Galleries Strategy 2023-2030](#). Written with, and for, all of Scotland's museums and galleries, the creation of the strategy has been a joint endeavour. This shared ownership will continue into the delivery of the strategy.

Strategy is central to all of MGS's work. 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**.



# People and Learning Manager

## Job description

### Job information

- **Line manager: Senior Resources Manager**
- **Team: Resources**
- **Part Time (28 hours per week)**
- **Permanent**
- **Location: Hybrid**

### Summary of Position

The People and Learning Manager works as part of the Resources team to manage a range of HR functions across the organisation, deliver MGS staff learning and development activity and develop and embed organisational policies and procedures.

With a varied workload, this role is part of a Resources team with a strong focus on business improvement, delivering core activities which support sustainability across the organisation and model the practices we want to see across the sector.

The People and Learning Manager brings practical experience across a range of HR functions and excellent organisational skills. A clear and effective communicator, they approach their work in a way which embeds and promotes inclusive practices and are comfortable engaging constructively with challenging situations. While MGS has a contract for external employment law advice, a strong understanding of employment law and good practice is essential.

MGS aspires to be a high performing organisation and excellent workplace for all which values and invests in learning, and currently holds Investors in People Gold accreditation. The People and Learning Manager plays a key role in helping MGS best deliver the sector [Strategy](#) by ensuring staff are engaged, enabled, motivated and supported.

The post holder joins MGS as we launch [Museum Futures](#), an exciting new programme aimed at building sector resilience, alongside [Delivering Change](#), our flagship project working to embed anti-oppressive principles across the sector. The People and Learning Manager will work with colleagues across both programmes and the wider organisation to embed learning and action planning within MGS.



## **OVERVIEW OF RESPONSIBILITIES**

- Provide an HR function to the organisation with external support as appropriate: to include HR policies, staff issues, wellbeing and performance management.
- Manage recruitment and induction processes.
- Liaise with payroll and provide monthly information.
- Deliver staff learning and development activity including programming, promotion of opportunities and resources, and evaluation.
- Develop policies and procedures which support compliance and promote equity and inclusion.
- Deliver activity and resources to support and develop line manager skills and competencies.
- Manage and develop organisational accreditations, existing and new.
- Work with Resources team colleagues to deliver business improvement and compliance activities and provide management support and decision-making across the wider Resources function.
- Work with MGS Solicitor on organisational compliance with Data Protection legislation.
- Work with colleagues across the organisation to align MGS practices to the National Strategy, contribute to collaborative action plans, and support development of good practice in the sector.
- Provide line management.
- Contribute to effective management of budgets.

The above mentioned tasks and responsibilities constitute an overview and not an exhaustive list. Workload and priorities is ultimately determined by the annual MGS Operational Plan.

## **RELATIONSHIPS**

- Build and nurture effective working relationships across the organisation and with contractors.
- Collaborate with other staff to support and deliver MGS projects, programmes and the National Strategy.
- Contribute to the organisation's expertise in the sector by sharing knowledge, information and good practice.
- Work fairly and with integrity and adapt style to different people, cultures and situations.

## Person Specification

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

### **WORK EXPERIENCE AND SKILLS**

#### **Essential**

- Practical experience applied across a range of HR functions and processes
- Developing and maintaining HR policies and procedures with a strong understanding of employment law and good practice
- Developing and implementing inclusive approaches and fair work practices
- Planning and coordinating training and learning activity, promoting a learning culture
- Strong administrative and organisational skills across a varied workload
- Clear and effective written and verbal communication skills
- People-focused and collaborative approach
- Confident handling challenging conversations and working effectively with conflict
- Building effective working relationships at all levels
- Handling sensitive and confidential information with discretion and accuracy
- Delivering business improvements
- Problem solving and a positive approach to change
- Confident using MS Office and a range of digital platforms

#### **Preferred**

- Working or supporting others across wider corporate support functions e.g. office management, administration, finance
- Facilitating/delivering group sessions
- Experience or interest in anti-oppression and organisational culture
- Using organisational accreditations as a tool for development
- Applying data protection principles
- Line management
- Experience or interest in third sector or heritage sector

## 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

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

In particular this role requires someone who organises and plans work effectively while responding to evolving needs and priorities, applies critical thinking and makes effective decisions following appropriate criteria, readily contributes ideas and conveys interest and enthusiasm about their work, takes a proactive approach to their own development, and champions a workplace where everyone can feel a sense of belonging.

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

**SPECIAL REQUIREMENTS** - The postholder will ideally be able to attend the office on occasion e.g. to deliver inductions for new staff, to attend some in-person meetings, and to have an understanding of the office environment in order to support the wider Resources team as needed.