

## PROJECT MANAGER

### PAY & POWER PROJECT

Uncatalogued archive collections are the bane of users and professionals alike. The Pay & Power project will take a big step to alleviating this problem. This HLF funded project is a regional project to catalogue and promote collections from West Midlands' archives. The Pay & Power project will, over 3 years, catalogue 17 collections from local offices in the region, making a wealth of information on the political and economic development of the region since the C12th available to users of all kinds. MLA West Midlands will administer the project which will be managed by a project board representing consortium members. In addition to cataloguing the project will develop and run a series of outreach activities, training opportunities and workshops to promote the value and use of archives within the West Midlands region and beyond.

Applications are invited for the following three posts that will bring this project to fruition. This is an exciting opportunity to play a leading role in archive development in the West Midlands.

#### **Project Manager: Pay & Power Project (P&P/PM)**

Scale SO1/2 £21,282 - £24,726

Fixed term post for 36 months

Location: The post will be based in Birmingham City Centre the successful applicant will be required to travel throughout the West Midlands' region.

We are seeking an experienced and energetic professional to manage and successfully deliver the Pay & Power project.

You will manage the project on a day to day basis, organise and supervise the work of the Project Archivists during cataloguing and the Project Outreach officer. You will report regularly to the project board and act as the main point of contact for HLF during the project. You will also coordinate the export of data to online databases at a national, regional and local level. In addition you will work with the Project Outreach officer to plan and implement a promotional and awareness raising campaign, including the delivery of a series of workshops to users, cultural agencies and new audiences.

You will have project management experience, excellent organisation and communication skills. Ideally you will have experience of working within the public sector and of using CALM software for cataloguing. Awareness of PRINCE2 project methodology would be an advantage.

***For further information and application pack are available at the MLA West Midlands website [www.mlwestmidlands.org.uk](http://www.mlwestmidlands.org.uk) or by contacting Deanna Jackson, Knowledge Team Assistant email [deanna.jackson@mlwestmidlands.org.uk](mailto:deanna.jackson@mlwestmidlands.org.uk) or by telephone: 0121 631 5809***

**Closing date for all posts: 19 December 2003**

MLA West Midlands aims to be an equal opportunities employer and is particularly seeking to achieve a workforce which reflects the West Midlands. MLA West Midlands is a regional agency which supports museums, libraries and archives in providing services which excite, inspire and inform all parts of the community.

General: personnel:Advert-PayPowerPMPM