

Environmental Action Manager

Recruitment Pack

hello. Do you have the vision to
help us to create a better **future?**

Proud to be part of



The University of Manchester

Closing date: 28 November 2021

Interview date: 9 & 10 December 2021



About Manchester Museum

Manchester Museum, part of The University of Manchester, first opened in 1890. It is the UK's largest university museum with a collection of about 4.5 million items. The museum is a vital part of the educational and cultural life of Manchester and the wider region. We usually welcome over 500,000 visitors through our doors every year who can experience our exhibitions and engagement programmes for free.

The museum is working towards an exciting £13.5 million transformation project, hello future. Work is already well underway and now we are getting to the really exciting bit... the final phase of construction! The museum will be closed to the public from Sunday 29 August 2021 until late 2022 when we emerge as a bigger, more imaginative, and even more inclusive museum.

Our values and mission

"Manchester Museum is a place of wonder and curiosity where visitors can experience exhibitions that tell powerful stories and engage with big ideas. We are dedicated to building a more sustainable world and understanding between cultures in everything we do and we're working towards becoming the most inclusive, imaginative and caring museum you might encounter."

– Esme Ward, Director of Manchester Museum



hello future

hello future is the £13.5 million transformation of Manchester Museum and presents an unprecedented opportunity to transform Manchester Museum's role, reach and relevance and build a museum for the 21st century. At its heart is a beautiful, two-storey extension, which will increase the museum's floor space by over 800m². Together with extensive reconfiguration of existing spaces, this will create:

A flagship new South Asia Gallery.

This will be the UK's first permanent gallery to explore the histories and experiences of the South Asian diaspora in the UK, in a landmark partnership with the British Museum. We are working with communities of South Asian heritage to share their stories, knowledge and values, and encourage younger generations to learn much more about their own South Asian heritage and culture. Equally, the new gallery will inspire visitors who have no personal connection to the region to find out more about South Asia and its incredible impact on life in the UK. A bespoke performance space at its heart will allow for special events and live music, dance and poetry readings.

The Belonging Gallery.

This gallery will draw extensively upon the museum's diverse collections to explore how humans, plants and animals can create a sense of belonging in a place, community or environment. The stories in this gallery will reveal emotional realities of belonging represented across collections, peoples, species, places and time.

The Lee Kai Hung Chinese Culture Gallery.

This new gallery is dedicated to building understanding and empathy between Manchester, UK and China. Visitors will explore the rich cultural heritage, historic and contemporary links between Manchester and China as we showcase rarely seen collections, powerful personal narratives, and international research collaborations and partnerships.



A new Exhibition Hall.

A major new Exhibition Hall (451m²) will mean we can produce, host, market and tour high-profile, internationally significant shows. Some of the exhibitions we have planned include the internationally successful 'Golden Mummies of Egypt' and a new presentation around conservation and rewilding.

A new entrance and inclusive and accessible visitor facilities.

New facilities, with a focus on inclusivity and accessibility, will help us as we transform into a more welcoming museum. Some of the new facilities include changing places, family-friendly picnic spaces, a quiet space, a prayer room and a new museum café. There will be a relocated museum shop, located close to the new entrance to maximise its visibility, which will strengthen the museum's retail offer.

Top Floor: The Future of Education.

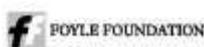
Dedicated to diverse collaboration and new experimentation, this area will bring together educators, environmentalists, artists, researchers, curriculum campaigners, third sector organisations and students who share our passion for reimagining the future of education. The top floor will include co-working spaces for some of the partners and environmental charities we work with, as well as a base for the museum's Learning and Engagement Team. It will be where we do our thinking and working in public, with a dedicated space for discussions, debate and action, to bring together people from across society to build bridges, and inspire cooperation. We will challenge ourselves and visitors to envisage a better connected, sustainable and caring society.

hello future is supported using public funding by Arts Council England and supported by The National Lottery Heritage Fund, The University of Manchester, and the generosity of numerous philanthropic supporters.

In partnership with



With thanks



Lee Kai Hung Foundation
 The Savannah Wisdom Foundation
 B&M Retail
 DCMS/Wolfson Museums and Galleries Improvement Fund
 ZVM Rangoonwala Foundation
 The Barker Foundation



Roots and Branches

We are in a climate emergency and the museum sector needs to work faster to respond to the crisis. As well as the ethical considerations of environmental responsibility, museums also need to meet the demands of stakeholders and funders and fulfil their legal requirements.

Many museums are already feeling the impacts of climate change through increased water ingress and flooding from heavy rainfall, environmental changes that mean they have to adapt how they care for collections, and changes to the life cycles of insect pests that can damage collections. Equally urgent is the sector's civic role and responsibility, as a source of new narratives and a place for inspiring connections and action; by moving beyond a broadcast model of engagement, this project attends to both the roots and branches of the climate crisis in parallel.

Background.

In 2018 Manchester Museum, Museum Development North West (MDNW) and the Carbon Literacy Project (CLP) commissioned a joint report to explore the potential for museums to become Carbon Literacy Centres. The report: [Developing a Carbon Literacy Centre Model](#), showed that storytelling and the use of objects are particularly powerful tools for learning about the breadth and scale of climate change; museums are therefore uniquely positioned to support individual learners to become Carbon Literate.

Aimed at empowering museums to undertake organisation-wide action, and quickly creating a mass Carbon Literate sector, the project encompasses two strands:

The roots.

Manchester Museum will host the roots, creating a nationally significant Co-working Hub for Cultural Environmental Action. The Hub will bring together museum staff, educators, environmentalists, artists, researchers, third sector organisations and students – providing opportunities for thinking, wondering and exploring as only we can. Intersecting museum practice and public engagement, the Environmental Action Manager will undertake experimental and exploratory work to establish best practice at Manchester Museum that will transform its capacity to:

- support the wider sector in ecological thinking and action
- build more sustainable futures
- inspire post-pandemic green recovery
- help to create a radical new vision for the civic and educational role of museums.

A manifestation of what Carbon Literate museums look like and can do, the Hub will be used by other museums, communities and academics to inspire their own practice and drive public conversations about sustainability.

The branches.

The branches of the project will create an environmentally aware and active museums sector, giving museums the tools to respond to environmental sustainability and climate change through the development and national roll-out of a museum sector specific Carbon Literacy Toolkit and training. Delivered by the new Museum Carbon Literacy Officer and overseen by Museum Development North West, we aim to train over 1,500 people who work and volunteer in museums by March 2023. The newly developed toolkit and training will be made available, free of charge, for all museums.

Collective ambition.

Together MM, MDNW and CLP want to build on the momentum of environmental action in the sector; working with individuals, museums, environmental charities, academics and Museum Development England. This nationally significant project aims to accelerate the sector's response to the climate emergency by engaging with people who are both involved with and visit museums.



Roots and Branches



Museums taking action against climate change

Roots and Branches is a collaboration between The Carbon Literacy Project, Museum Development England and Manchester Museum, supported using public funding by the National Lottery through Arts Council England. It aims to train and certify 1,500 people from 300 museums as Carbon Literate over the next two years and give an opportunity for museums to converse, experiment, and test new ideas for a more sustainable future.





Ecological Thinking and Action at Manchester Museum

Based at Manchester Museum, the Environmental Action Manager will build on and draw from our existing strengths and resources. Much of our work to date has focused on the Museum's power to convene and our ability to catalyse new narratives and programming about care, emotions and action in response to the climate crisis.

Values

At the start of 2020 the whole museum worked together to explore the values that drive us: deep ecology and commitment to care emerged as foundational and shared values and alongside a commitment to imagination and inclusion: <https://mmhellofuture.wordpress.com/2020/01/17/values/>.

Brave New World

On the 25 November 2020 Esme Ward, Director of Manchester Museum and Simon Curtis, Head of Production, Royal Exchange Theatre, brought cultural organisations across Manchester together to explore how Manchester's cultural sector can address the climate and ecological emergency: <https://www.mmfromhome.com/brave-new-world>.

Building Ecological Action on our Doorstep

In 2021 we worked with two consultants to better understand what matters to our local communities in Hulme and Ardwick: <https://mmhellofuture.wordpress.com/2021/03/19/new-consultancy-opportunity/>.

hello future blog

Since 2016 we have documented the museum's transformation through regular posts on our hello future blog: <https://mmhellofuture.wordpress.com/>. Stories, news and thought pieces about ecological thinking and action are available here: <https://mmhellofuture.wordpress.com/tag/ecological-thinking/>.

MM from Home

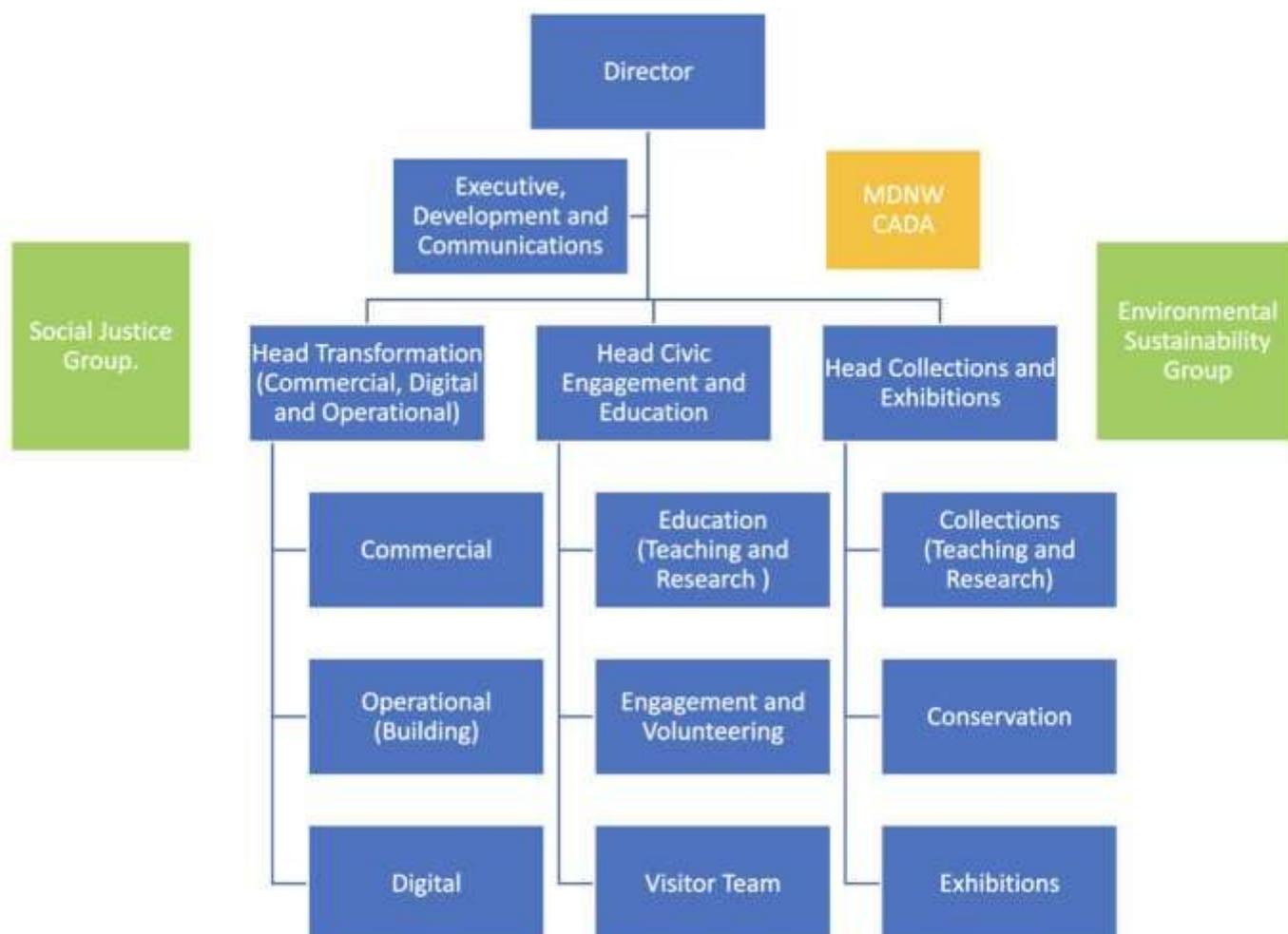
At the beginning of the pandemic we created a new digital platform, MM From Home: <https://www.mmfromhome.com>. This one-stop-shop brings together all of online resources and activities, and includes a dedicated page containing current and recent examples of our work in response to the climate crisis: <https://www.mmfromhome.com/ecological-thinking-and-action>.

Staff structure

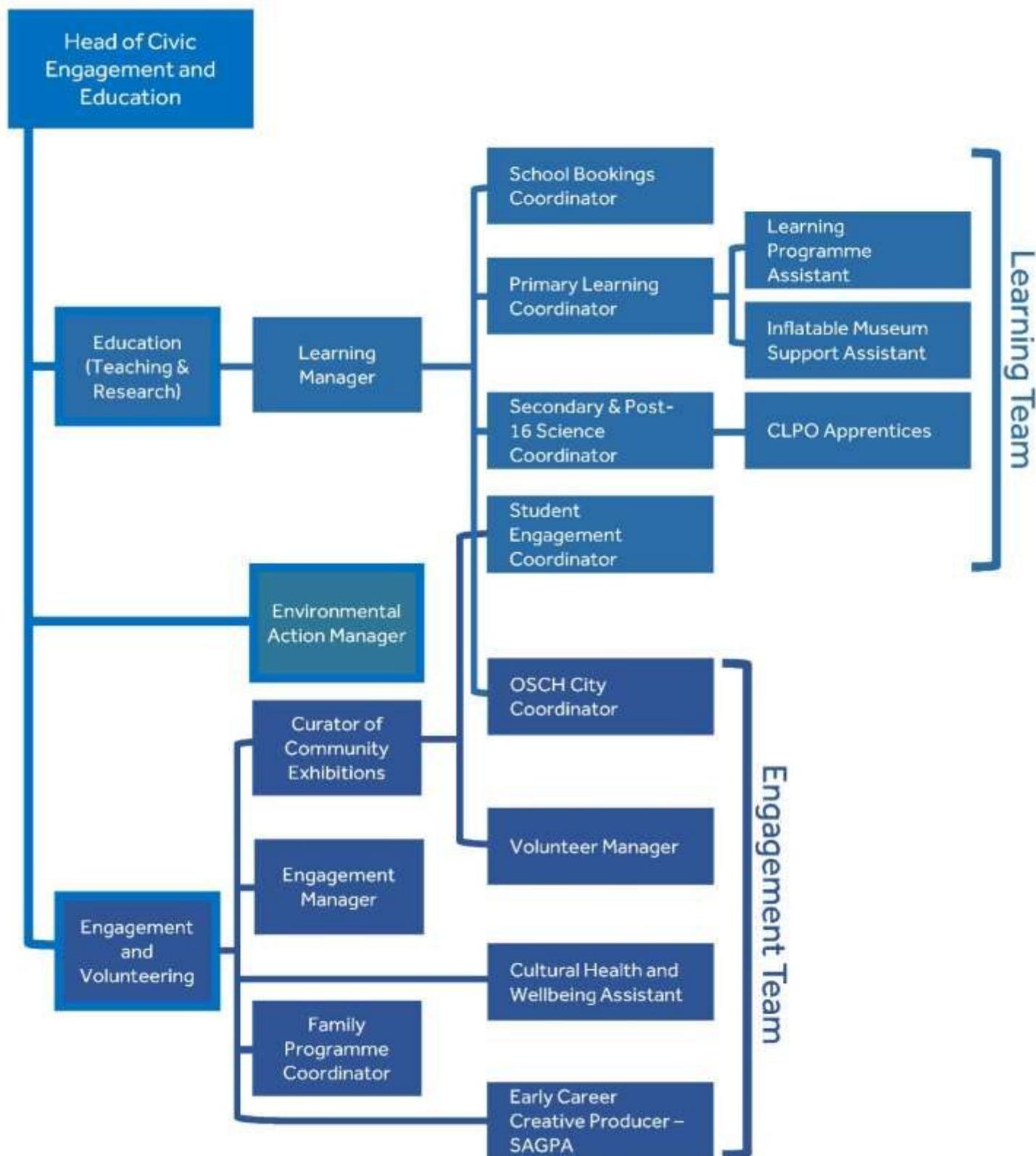
Under the leadership of Esme Ward, Director of Manchester Museum, the museum employs around 75 members of staff and works with many volunteers. The overall staff structure focuses on three core areas of work; Commercial, Digital & Operational, Civic Engagement & Education, and Collections and Exhibitions. However, much of our work requires collaboration both within and between different teams and departments.

The Social Justice and Environmental Sustainability Groups sit outside of the formal structure and bring together individuals from across the whole museum. These groups have a rolling chair, taken up by a member of staff who represents the group, alongside the three department heads, at quarterly Leadership Team meetings.

The Museum also hosts and works closely with our partners at Museum Development North West and the Creative Aging Development Agency. Through the Co-working Hub we are also working with a growing number of new partners.



The Environmental Action Manager will be line managed by the Head of Civic Engagement and Education who oversees 15 members of staff involved in the museum's education, engagement and volunteering activities. You will work closely with colleagues within the Learning and Engagement Teams in order to embed the new Co-working Hub across our programming for formal learners, families, young people, adults, older adults, communities and volunteers.



Job Description

At a glance

Title of Post:	Environmental Action Manager
Grade:	6: £30,738 to £37,768 per annum
Employment type:	Fixed term to end October 2023
Hours:	Full time
Responsible to:	Head of Civic Engagement and Education, Manchester Museum
Responsible for:	Freelancers and volunteers
Working with:	Learning and Engagement Team, Visitor Team, Curators, Museum Development North West, Evaluator, Cooler Projects CIC, Consultants, University of Manchester academics, and a range of external partners and organisations.
Closing Date:	Sunday 28 th November 2021 (midnight)
Interviews:	Thursday 9 th and Friday 10 th December 2021

About the Museum

Manchester Museum, at The University of Manchester, is in the midst of its most ambitious capital development in a generation - hello future. Driven by an unparalleled commitment to building understanding between cultures and a more sustainable world, the development is dedicated to establishing the most imaginative, inclusive and caring museum it is possible to encounter. hello future presents an unprecedented opportunity to transform Manchester Museum's role, reach and relevance - to become more widely and deeply loved.

Overall purpose of the Job

This newly-created position will play a key role in setting up and overseeing a new Co-working Hub for Cultural Environmental Action at Manchester Museum. The Environmental Action Manager will undertake exploratory and experimental work to develop new museum narratives and programming around care, emotions and action in response to the climate and ecological crisis.

The new Co-working Hub will convene visitors, museum staff, educators, environmentalists, artists, researchers, third sector organisations and students for conversations around ecological action and social justice. This work will also feed into ongoing collaborative projects, including: Brave New World and Building Ecological Action on our Doorstep.

Key Responsibilities, Accountabilities or Duties:

Working with colleagues, you will undertake a range of duties commensurate with the grading and responsibility of the post, which include the following:

Civic engagement

- Oversee / coordinate a new Co-working Hub for Cultural Environmental Action at Manchester Museum
- To research, develop, test and deliver new programmes that embrace the intersectionality of climate change in a way that is meaningful to visitors and groups to support action
- Engage a variety of individuals and groups in dialogue and action in response to the climate crisis
- Ensure the delivery of Carbon Literacy for students
- Work closely with artists, activists, researchers, and museum professionals to produce new environmental action practices and programmes
- To support visitors, school groups, museum partners and local communities to move from literacy and awareness to action and impact
- Support environmental action groups
- Work collaboratively with visitors and audiences in order to co-produce, co-design and co-curate content
- Connect across the Museum - Curatorial Team, Conservators, Commercial, Communications and Marketing, Buildings and Operations - to make sure we're holding ourselves to account and making visible the changes and actions being taken

Impact, evaluation and advocacy

- To collect and report data on a regular basis for planning and evaluation purposes, as well as for external funding bodies and organisations.
- Establish a baseline and capture change in a meaningful way that tells the story of this journey and makes clear where there are challenges / gaps
- Draw from evidence to inform a strategic plan for museum's ecological thinking and action over short, medium and longer term
- To work closely with colleagues, especially the Carbon Literacy Project, Manchester Museum's Learning and Engagement Team, Marketing and Communications colleagues, MDNW Co-ordinators, to amplify the output of Carbon Literacy training
- Represent Manchester Museum and the Carbon Literacy Project in regional, national and international conferences and meetings, chair the museum's environmental action group and be a recognised figure within the environmental sector

- Represent Manchester Museum and other Cultural Institutions at the University of Manchester Carbon Action Group
- To embed reflective practice and evaluation into working practices and effectively evaluate the programme, working closely with colleagues and organisations to develop an effective evaluative framework and measure impact

Fundraising and administration

- To develop sustainable partnerships with new and existing stakeholders
- Secure future funding for sustainability of this work and develop strategies with both funders and charities / 3rd sector to change how funding is distributed
- To manage relevant budgets, and support environmental internal and external reporting and oversight procedures.

Other

- To undertake professional development and training, where necessary
- To undertake such other duties, as requested by the line manager, consistent with the responsibility and grading of the post

Person Specification

The person appointed will possess the following knowledge, skills and experience:

Essential Criteria

- At least three years' experience in environmental action, with demonstrable success in engaging a variety of individuals and groups in dialogue and action in response to the climate crisis.
- A commitment to Manchester Museum's vision of building understanding between cultures and a more sustainable world.
- Significant experience devising, delivering and evaluating creative and topical engagement programmes
- Experience developing strategic partnerships with a range of stakeholders, project management and reporting.
- Experience working with creative practitioners, artists, performers, scientists, activists, community groups and policy makers
- Experience of fundraising or demonstrable understanding of the funding landscape
- Excellent oral and written communication skills, including the ability to communicate in an engaging and interactive with a range of visitors and audiences
- The ability to liaise confidently and professionally with a wide range of internal and external contacts at all levels.
- Excellent organisation skills: prioritising and managing workload and working under pressure
- Strong IT Skills, including social media, word processing and databases, and proven understanding of and commitment to using technology for communication and learning.
- Ability to work under own initiative as well as being active team player

Desirable criteria

- Experience of developing and delivering environmental engagement activities in museum or community settings
- Knowledge and understanding of community, adult, or informal engagement practices
- Experience of budget management
- Proven experience of public speaking, presentation and advocacy skills
- Experience of working with volunteers
- Knowledge of the Carbon Literacy Project and its standards
- Experience of writing engaging copy for publication

Please note:

- This post requires some evening and weekend work
- This post is subject to appropriate DBS clearance.

Equality, Inclusion and Diversity

We are proud of and actively celebrate Manchester's rich diversity and believe our teams should reflect our communities and visitors. Be that age, disability, ethnicity, gender, gender identity, religion or sexual orientation. Simply, we have a deep belief that inclusion and diversity create a more inspiring environment to work, where people are treated with respect and can be comfortable being themselves. We provide adjustments for individuals throughout the recruitment process and working career so you can be at your best.

As an equal opportunities employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented at this level in this area.

To apply

Please note that we can **only** accept applications made through the University of Manchester's online application system, accessible via the central [job page](#). Please ensure that you complete all of the sections of the online form, including your employment history and referees.

We encourage applicants to use the Additional Information section of the form to demonstrate how their skills, experience and qualifications meet the criteria set out in the Person Specification.

Enquiries about the vacancy, shortlisting and interviews

Wendy Gallagher (Head of Civic Engagement and Education): wendy.gallagher@manchester.ac.uk

General enquiries about the application process

hrrservices@manchester.ac.uk

Technical support

<https://jobseekersupport.jobtrain.co.uk/support/home>

Deadline for applications

Applications must be submitted in full before **midnight** on **Sunday 28th November 2021**.

Interviews

Interviews will take place on **Thursday 9th and Friday 10th December 2021** and we are currently intending* to hold **face-to-face interviews at Manchester Museum**.

*To be reviewed nearer the time in light of health and safety guidance.

Proud to be part of