



## The Synergy Project

### Synergy Project Manager – Job Description

**Job Title:** Synergy Project Manager

**Reports to:** Catalyst CEO and Project Steering Group

**Job Purpose:** To lead on the project management of the Delivery Phase of the NLHF Synergy Project to completion and sign off by National Lottery Heritage Fund

**Location:** Catalyst Science Discovery Centre and Museum, Mersey Road, Widnes, Cheshire, WA8 0DF

**Salary:** £48,000 per annum

**Schedule:** Full-time. Days and times of work will need to be flexible according to the status of the project and this may include some evening and weekend working

**Contract length:** 2.5 years fixed term from late March subject to meeting NLHF conditions.

**Reporting Staff:** Synergy Project Assistant, Volunteer Co-ordinator, Design & Build Lead, Consultants (Communications, Education, Artists & Creative Practitioner)

#### **Background:**

Catalyst Science Discovery Centre and Museum is undertaking an exciting new project. In 2022, the National Lottery Heritage Fund awarded Catalyst the funding for the Development Stage of the Synergy Project which aims to make our heritage accessible to new and underrepresented audiences in an entertaining and meaningful way. The project will physically redevelop the heritage galleries and transition spaces, as well as implement a heritage education offer to complement our already successful STEM programme.

During the Development Phase, Co-creation consultants worked directly with our target audiences within the local community to ensure that the interpretation and activities of the Synergy project are codesigned and co-created. The themes for the heritage galleries recommended by the Co-creation Consultants are:

- Our Place
- Our Industry
- Our Lives/People
- Your Chemicals

Our target audiences were also consulted on display and accessibility requirements.

In September 2024, Catalyst was awarded the funding for the Delivery Phase of the Synergy Project which will see the physical implementation of the new heritage galleries and heritage offer.

#### **Key Responsibilities:**

- To take the lead on the project management of the Delivery Phase of the NLHF Synergy project; deliver to completion and on time and to budget
- Contribute as a member of the Senior Team and lead the Project Delivery Group

- Work with the Finance Manager, Project Assistant and HBC officers to manage budgets
- Carry out strategic heritage planning (long term vision for heritage offerings and their refreshment/renewal)
- Line manage and motivate project staff
- Manage contracts with the following consultants working on the Synergy Project and be the key point of contact for these:
  - ~ Education Consultant (with the Catalyst Education Manager) in their creation and delivery of the scheme of work and subscription scheme that links to the national curriculum
  - ~ Volunteer Co-ordinator
  - ~ Co-creation Artist Consultant in their engagement with the target audience groups to co-create artwork for the transition spaces
  - ~ Communications Consultant (with the Catalyst Marketing Manager) to deliver a dynamic and engaging publicity and marketing programme
  - ~ Heritage digitisation (with the Catalyst Heritage and Collections Manager)

- Provide regular updates to staff and trustees on the Synergy project
- Write a regular Synergy newsletter to distribute to pass holders
- To oversee the heritage public programme being delivered by the Community Engagement Coordinator, Volunteer Coordinator and Catalyst Creative Practitioners
- To work with and oversee the Catalyst Co-creation Group in developing their research skills, learning about history and heritage, engaging with exhibition designers and learning to develop interpretation for the new galleries and future temporary exhibitions
- To engage with Sci-tech partners and science specialist support to ensure the interpretation in the new galleries and temporary exhibitions is accurate and up to date
- To oversee stakeholder engagement throughout to ensure stakeholders are kept up to date and excited about the new developments, including open days/events and group visits to explore the new galleries to enable them to reengage with what Catalyst has to offer

## **Knowledge/Skills**

### **Necessary**

- Ability to work effectively on own initiative and as part of a team
- Ability to work effectively with a range of people
- Excellent written communication and presentation skills
- Strong negotiation skills
- Strong financial and budgeting skills
- IT literate with experience using Microsoft Office software
- Excellent organisational and time-management skills
- A genuine interest in and understanding of the heritage sector

### **Desired**

- An enthusiasm for learning and embracing a range of new audiences and learning styles
- Knowledge of Halton and the local chemical industry

## **Experience and qualifications:**

### **Necessary**

- Substantial and proven experience in project management, including capital projects, preferably in the museum and heritage sector
- Experience in managing collections and developing content for exhibitions and displays
- Experience in a leadership role
- Experience in line-management
- Proven experience of partnership and collaborative working
- Degree qualification

**Desired**

- Experience working with National Lottery Heritage Fund
- Qualification in project management

**Application**

Please send a covering letter and CV to Nikki Burton Mallott, Chief Executive Officer at [nikki@catalyst.org.uk](mailto:nikki@catalyst.org.uk) by Tuesday 11<sup>th</sup> February. In the event of a large volume of applications we reserve the right to close applications ahead of this date.

Interviews to take place week 24<sup>th</sup> Feb.