

## **poW! project**

### **Role: Freelance Administrator for Glenside Hospital Museum**

#### **Protect Our Wellbeing – PoW!**

**Contract type:** Freelance, part time over eight months. Will need to provide own IT and office equipment.

**No. days:** 50

**Total Fee:** £7,500

**Proposed period:** February – September 2025

**Location:** On site at Glenside Hospital Museum and at home as required. The Museum is open Wednesdays and Saturdays, so work on-site would mostly need to be completed on those days.

**Report to:** Business Development Manager and Consultant Director (25 days each)

#### **Purpose**

To support the PoW! Freelance Manager and Consultant Director whose roles are pivotal in expanding our sponsorship programme and enhancing community involvement to secure the Museum's future.

Glenside Hospital Museum (GHM) is run entirely by volunteers, who are indispensable to the Museum's success. Your role will be to provide crucial behind-the-scenes support, increasing our capacity to explore and develop future options for the Museum.

#### **Project Overview**

Our goal is to prepare GHM for a substantial project that will see our collection re-housed in a new, more sustainable building, with greater engagement and a stronger business model. Our vision is that this will be achieved by the time the Museum turns 50 in 2034.

The 'PoW!: Protect Our Wellbeing', is a National Lottery Heritage Funded project.

PoW! aims to involve our existing communities and engage new ones, placing the museum in a prime position to move our unique historic collection to a new site. We will reimagine our collection-focused engagement and establish ourselves as experts in using the history of psychiatric and learning disability care to promote health and wellbeing. Building on our current co-curation models and community partnerships, we aim to broaden our audience. New partnerships and sponsors will enhance the museum's visibility, communicate our mission and the relevance of our collection, and create opportunities beyond our physical

space. This will build momentum and support, ensuring we are ready to secure future access to this significant heritage collection.

### **Role Activities and Outputs**

- Develop a stakeholder and supporters' database, documenting contact information and supporting staff to document engagement history
- Assist in the production of newsletters and communications for supporters and sponsors, and collaborate with the Social Media team to create posts and social content
- Facilitate communication between the Museum and stakeholders, ensuring timely responses to enquiries and requests. Monitor the shared "Supporters" email box and triage emails
- Assist with scheduling appointments (virtual and physical) with identified targets, potential funders, and stakeholders for the sponsorship and community engagement workstreams
- Conduct thorough research on identified key stakeholders, including potential funders, community partners, and government entities. Summarise research for use by Trustees/Development Committee/Community Engagement team
- Collaborate with the teams to create tailored communication strategies for different stakeholders, ensuring effective engagement and relationship-building
- Organise regular review meetings to provide updates on the project's progress, address concerns, and gather feedback
- Produce engagement statistics and reports from website analytics for campaign pages
- Collaborate with the team to ensure evaluation documentation is achieved including project milestones and transparent reporting on funding
- Provide general administrative support to the museum Development team, ensuring smooth coordination and communication within the team
- Manage documentation related to the development project including meeting minutes, project plans, and progress reports
- Manage administration (bookings, marketing) of a programme of c.24 community engagement activities (online and in person), working with partners and volunteers to do so.

### **About GHM**

GHM is an Accredited Museum, with three hospital collections, celebrating its 40<sup>th</sup> birthday in 2024. It has a significant mental health collection formed from Bristol's main mental health hospital. The selection of objects illustrate all aspects of the institution's life for staff and patients, it therefore forms a unique resource. GHM's research into the 5,110 Victorian patient records held in the Bristol Archives, by Dr Paul Tobia, enabled us to question the assumed hopelessness of treatments in 19<sup>th</sup> century asylums and re-examine the journey taken to treat patients in the 20<sup>th</sup> century. When the objects are combined with related archive material it becomes one of the most complete and accessible resources in this field in the UK. One that Bristol can be truly proud of and see as an essential part of the city's collections.

The material is worthy of local, national and international audiences and offers researchers, from historians to young students, opportunities to uncover the development of care for the most vulnerable. The collection is useful for historians, artists, writers, designers and us all as mental health is something we all have.

It is all achieved by many volunteers on visitor donations, funding for specific projects and sponsorship from the University of the West of England (UWE) in the shape of the current building. With UWE proposing to leave the Glenside Campus in the future, the Trustees are seeking to invite new sponsors and partners to secure the future of this valuable historic museum collection.

## **Skills and Experience**

### Essential

- Highly organised and reliable with strong attention to detail
- Self-directed and able to work with others
- Good IT skills, including basic databases and basic website experience
- Strong verbal and written communication skills with a wide range of people. A high level of openness, empathy and ability to facilitate engagement is required to maintain the diversity and inclusion GHM currently achieves
- Research and reporting skills

### Desirable

- An interest in heritage and culture

## **How to Apply**

- Please supply a CV (no more than 3 pages) and brief covering letter (no more than two pages) highlighting why you are interested in this role, and how you are equipped to carry it out
- Please provide two referees

These should be sent to Chair of the Trustees, Anwyl Cooper-Willis

[anwyl.cooper-willis@glensidemuseum.org.uk](mailto:anwyl.cooper-willis@glensidemuseum.org.uk) The closing date is **5pm Friday 7 February 2025**.

## **Timetable:**

Deadline for applications	5pm Fri 7 Feb
Notification of shortlisting	Mon 10 Feb
On site interview	15-19 Feb
Decision on appointment	20 Feb
Kick off meeting to plan work programme	w/c 24 Feb
Main project delivery	Feb-Sept 2025