The Bradford Police Museum
Visitor Experience & Programmes Officer – Job Description & Person Specification

Job title	Visitor Experience & Programmes Officer
Contract	Fixed-term, 4th January 2027 to 3rd January 2028; renewal intended
Salary	£9,585 p/a (£26,325 full-time equivalent; £13.50 per hour)
Hours	710 annualised paid hours including paid statutory leave
Working Pattern	Monday, Tuesday & Wednesday, ordinarily 10:00am–3:00pm
Location	Bradford Police Museum, City Hall, Bradford / Remote (Monday & Tuesday remote, Wednesday at the Museum)
Reports to	Designated external management consultant / notified line manager

Role Purpose

Coordinate the administration and practical delivery of existing education, events, visitor programmes and communications, supporting curatorial volunteers and external partners.

Key responsibilities

Education & Visits

- Respond to school enquiries, process Educational Booking Forms and coordinate approved visits and materials.
- Liaise with teachers, National Literacy Trust contacts, volunteer guides and actors about established activities.

- Collect participation figures, feedback and other monitoring information for education programmes.

Events & Public Programming

- Coordinate agreed events including Trial by Jury, talks and seasonal activities; liaise with speakers and volunteer teams.
- Maintain Wix event listings, booking confirmations, basic event schedules and audience information.
- Keep event information and operational requirements aligned with the Operations & Volunteer Officer.

Marketing & Communications

- Update website event and programme information and prepare approved Brevo campaigns, newsletters and promotional materials.
- Coordinate agreed marketing schedules and support volunteer social media contributors within established brand and communications guidance.
- Maintain mailing lists and appropriate consent practices, and collect basic campaign and audience information.

Exhibitions & Projects

- Attend the museum on scheduled Wednesdays to support the curatorial team, collections projects and exhibition activity.
- Coordinate established exhibition and Collections in Focus administrative deadlines, opening arrangements and volunteer requirements.
- Provide routine project administration and partner communication within agreed project plans and budgets.

Role Boundaries & Decision-Making

This is an officer-level coordination and administration post. The employee will deliver established programmes and procedures and can suggest improvements, but does not hold responsibility for organisational strategy, formal staff management, volunteer disciplinary decisions, major grant applications, contractual commitments or significant



unapproved expenditure. Matters beyond delegated authority must be referred to the designated line manager or trustee.

Working Arrangements

This role uses a published annualised-hours schedule covering the employment year from 4th January 2027 to 3rd January 2028. The total of 710 paid hours includes statutory paid annual leave, which will be identified separately. During the main operating season, the preferred pattern is **Monday, Tuesday and Wednesday, 10:00am to 3:00pm. Wednesday will normally be worked at the museum; the other days may be remote.** During the winter closure a reduced eight-hour weekly pattern may be completed remotely. Some advance-agreed adjustments may be made to accommodate activities and leave.

Person Specification

Essential

- Strong organisational skills and ability to coordinate several activities and deadlines.
- Clear written and verbal communication suited to visitors, teachers, volunteers and partners.
- Confidence creating and updating routine digital content and managing online information accurately.
- Ability to work collaboratively with volunteers, and follow agreed education, events and safeguarding procedures.
- Ability to work the agreed Wednesday museum day during the operating season.

Desirable

- Experience in museum learning, community engagement, events or visitor programmes.
- Experience using Wix, Brevo, content calendars or email marketing systems.
- Experience coordinating school visits, interpretation projects or volunteer-led events.



General Requirements

The postholder must follow the museum's safeguarding, equality, confidentiality, data protection and health and safety procedures, contribute positively to a volunteer-led environment and undertake reasonable mandatory training. We welcome applications from people of all backgrounds and are happy to discuss reasonable adjustments to support applicants throughout the recruitment process.

How To Apply

To apply, please send us your CV and a short covering letter (no more than one A4 page) explaining why you're interested in the position and what skills and experience you could bring to Bradford Police Museum to manager@bradfordpolicemuseum.com

In your covering letter, we'd also like you to briefly answer the two questions below for the role you're applying for. We're not expecting lengthy answers, and your examples don't need to come from a museum or heritage setting. Experience from previous employment, volunteering, education or other activities is equally welcome.

1. **This role involves supporting events, school visits and exhibitions. Can you give an example of a time you helped organise an activity, event or project? What was your role, and how did you help things run smoothly?**
2. **An important part of this role is helping us promote museum activities and engage with different audiences. How would you approach creating a short piece of information or publicity for an event or activity to make it interesting and accessible?**

Please email your application to: manager@bradfordpolicemuseum.com
Application deadline: Thursday 19th November 2026, at 12noon.
Interviews: Wednesday 25th November 2026.
Paid induction and training: Eight hours between 7th and 18th December 2026.
Contract start date: Monday 4th January 2027.

