**Accreditation Mentor opportunity listing**

Use this template to create an advertisement for your Accreditation Mentor opportunity. See pg.8 of ‘Working with your Accreditation Mentor – a guide for museums’ for information about where you might advertise it.

The fields to be completed are shown in bold. The guidance to support the museum completing the form is in blue.

**1.Title**

(Accreditation Mentor)

**2.Organisation**

(Museum name and/or governing body; Location)

**3.Short Description**

(Volunteer mentor role to support museum in achieving/ maintaining Accreditation standards)

**4.Job Description**

(Museum pitch – needs to cover:

* brief info about the museum (link to website)
* details of any current major projects/capital works/changes
* stage the museum is at in Accreditation
* what skills/expertise you need from the mentor, including the minimum required by Accreditation - mentor to be willing to share expertise and networks, commitment to own professional development, 3 years’ experience working in museums at curator/manager level; any specialist areas you are looking for
* frequency of contact you anticipate, covering at least the minimum requirements from Accreditation
* Functions: Review of the policies, plans, & procedures required for Accreditation, support Accreditation submission, provide a report for Accreditation assessing organisation)

**5.Opportunity type**

(Volunteer

Travel and subsistence to be covered as part of the role)

**7.Live date**

(Start date for advert)

**8.Deadline date**

(Give at least a month)

**9. Commitment required**

(Attendance at one governing body meeting a year; in person visit to museum; support and advice given within in parameters agreed by museum & mentor; usually three years with regular review points to ensure relationship is working)

**10. Work location**

(Remote with occasional site visits to museum)

**11. Role contact details**

**Contact Name:** (for named person at the museum)

**Contact Email:** (for named person at the museum)

**Contact Number:** (for named person at the museum)

Your national or regional Museum Development support provider to can advise on where to advertise the role:

|  |  |
| --- | --- |
| Scotland | Museum Galleries Scotland  accreditation@museumsgalleriesscotland.org.uk |
| Wales | The Welsh Government  MuseumDevelopment@gov.wales |
| Northern Ireland | Northern Ireland Museums Council  devofficer@nimc.co.uk |
| England | Contact your regional Museum Development provider listed [here.](https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme) |