NICSHR

Interchange Unit

# Hosting Opportunity Proforma

The Armagh Observatory and Armagh Planetarium (AOP)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

 Name

 Organisation/

The Department for Communities (DfC)

 Department

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 Address

N/A

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 Number

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Type of Opportunity

**Events Manager for the 50th Anniversary of Armagh Planetarium**

Secondment – up to 4 months

1. **Details of hosting opportunity**

Description of opportunity

**Background**

The Armagh Observatory and Armagh Planetarium (AOP) are part of a single statutory Corporation ‘The Governors of the Armagh Observatory and Planetarium’. The Corporation’s incorporating legislation is the Armagh Observatory and Planetarium (Northern Ireland) Order 1995. Both the Observatory and Planetarium are recognized charities. The organisation is classified as a Non-Departmental Public Body and is sponsored by the Department for Communities (DfC). AOP shares a Board of Governors and Management Committee. The organisation has historic links with the Church of Ireland that continues to this day. Archbishop Clarke, as the Church of Ireland Archbishop of Armagh, is the Chair of the Board of Governors. The Dean and Chapter of St Patrick’s Church of Ireland Cathedral, Armagh also sits on the Board. The Management Committee was established in 1983 to advise the Board of Governors and assist both the Observatory and Planetarium fulfil their functions. At an operational level AOP is headed by a CEO/Director who is also the Accounting Officer.

The Observatory is the oldest scientific institution in Northern Ireland and was founded in the late 18th Century. The Planetarium opened in 1968 on the same site and has enhanced the organisation’s public face and outreach activities. Legal ownership is in the hands of the Board of Governors of Armagh Observatory and Planetarium.

The Mission of the Armagh Observatory and Planetarium is - *“To advance the knowledge and understanding of astronomy and related sciences through the execution, promotion and dissemination of astronomical research nationally and internationally, in order to enrich the intellectual, economic, social and cultural life of the community”.*

The Department allocated AOP a Resource budget of £1.3 m for 2017/18. The remainder of its budget comes from grants for research, commercial income, donations, and other sources. AOP employs approximately 40 staff (inc. PhD students). Since May 2016 the new Department for Communities (DfC) assumed sponsorship responsibility for AOP. The relatively small size of the organisation belies its international importance and standing in astronomical research (where it is a recognised leader in several specialist fields) as well as its position as one of the world’s most advanced planetaria. It is therefore a very valuable asset to Northern Ireland, an exemplar on the world scene. The AOP has significant potential to further benefit society and the economy through outreach and the stimulation of interest and understanding in STEM subjects. Astronomy, as the “Queen of Sciences” is of natural interest to children (and others) and is an effective vehicle for raising interest, awareness and understanding, in all age groups, of mathematics, physics, chemistry, geography, geology and biology.

Following a Strategic Investment Board Review, published in October 2014, the Board of Governors and Management Committee agreed to merge the Observatory and Planetarium, which hitherto had operated largely independently, though with a combined Board of Governors, in to a single, unified organisation with a new staffing structure, which would be headed by a Chief Executive Officer (CEO).

 Main objectives of the opportunity

**OVERALL PURPOSE**

To lead a project to celebrate the 50th Anniversary of Armagh Planetarium. The overall aims of the project are to:

* Ensure AOP maximised opportunities to increase visitor engagement and public awareness.
* Refresh and modernise the visitor and audience experience within AOP.
* Maximise marketing and public/stakeholder communications opportunities arising from the occasion of the 50th anniversary.
* Challenge the ‘stereotypes’ of science and astronomy and promote a more diverse and inclusive audience engagement strategy.

The post holder will lead the internal management, procured services and budget management of the events programme to be delivered over the period 1-2 May 2018 and preferably be available to take up the post within 2 weeks of appointment. The post holder will report to the AOP Director and AOP SMT.

**MAIN DUTIES**

The Post Holder will be responsible for the following areas and activities:

1. Preparation, management and delivery of an agreed 50th Anniversary Event Programme to include a public, a schools and a VIP Stakeholder event over the period 1/2 May 2018.
2. Engage with and lead AOP staff and student participation in the planning and delivery of the events programme.
3. Work with AOP Education and Outreach staff to include coaching in relation to project management of events and related budgets.
4. Oversee and manage procured external professional services to assist the marketing and delivery of the events programme to include regular and agreed meeting arrangements and regular reporting to SMT on delivery of objectives.
5. Liaise with AOP Head of Finance to monitor expenditure and budgetary reporting arrangements.
6. Prepare an evaluation and lessons learned report and deliver a debrief session for AOP staff.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**EDUCATION AND QUALIFICATIONS**

**Essential Criteria**

* 3 year’s relevant event management experience to include decision-making responsibility and management of budgets.

**Desirable Criteria**

* Degree or equivalent qualification.

**KNOWLEDGE AND SKILLS**

**Essential Criteria**

* Sound organisational and planning skills including the ability to work to deadlines with attention to detail.
* Ability to work on own initiative.
* Strong interpersonal, oral and written skills, and experience of engaging with a range of stakeholders.

**4. Personnel: Please state below**

 Who will the individual report to?

AOP Director – Professor Michael Burton

 Who will be the individual’s line manager and/or reporting officer?

AOP Director – Professor Michael Burton

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 Individual and their organisation.

**Benefits to Individual:** The post-holder will gain valuable experience across a range of areas in an internationally recognised academic institution and a top local educational facility and visitor attraction. The post-holder will manage competing demands to ensure that all needs are met and expectations exceeded.

**Benefits to AOP:** AOP will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new improved working procedures where appropriate.

**Benefits to Parent Organisation**. The parent organisation will benefit from the post-holders valuable experience in managing a high profile project in an organisation transitioning to a new and ambitious future strategy.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 Desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** The position is available immediately. It would be preferable for the successful candidate to take up the post within 2 weeks of appointment. It is anticipated that the successful applicant will have minimal annual leave commitments during the period of the secondment.

**Duration:** Expected to last for up to 4 months. (The term of the post is February – May 2018).

**Location:** The post will based at the Armagh Observatory and Planetarium, College Hill, Armagh. Desk in the Planetarium building, with access to a computer, internet etc will be provided.

**Salary:** £36,448 to £40,072.

**Funding:** Funds for the position will be through the AOP’s core budgets included in an approved business case for delivery of the project.

**Selection:** Paper sift followed by interview.

**Contact:** For further information about the post please contact Diane Neill in Armagh Planetarium on 028 3751 2968 or by email at dcn@arm.ac.uk.

**Closing Date:** 5pm on Friday 26 January 2018.

**7. Endorsement**

 **Interchange Manager**

Aaron Tumelty

Signed

15 January 2018

 Date