



**Museums Association Applicant Information Pack**  
**Policy Officer**  
**February 2026**

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## **Welcome letter from Director**

Thank you for your interest in the Policy Officer job.

I am delighted you are considering this opportunity and I hope this information pack gives you an insight of who we are and what we do.

The Museums Association (MA) is a values-led campaigning organisation and we believe in the power of museums, and everyone who works in and with them, to make a positive difference to people's lives.

In this exciting role you will have the opportunity to deliver the MA's current campaigns and policy, including Museums Change Lives, Museums for Climate Justice, Decolonising Museums, and Anti-racism.

You will work closely with our Policy and Ethics Lead and the policy and programmes team at the MA and will be given the opportunity to deliver and develop new and existing policy and campaigns.

We hope the following information will encourage you to apply and we look forward to receiving an application.

You can contact me at [sharon@museumsassociation.org](mailto:sharon@museumsassociation.org) if you have any further questions about this job.

Best wishes

Sharon

## **About us**

Founded in 1889, we are the oldest professional body for museums in the world, with a global reputation for leading museum policy and practice.

Today we represent over 11,000 individuals and 1,800 museums and galleries, with a vibrant network that engages many more in all types of museums and roles.

### **Our mission**

Inspiring museums to change lives.

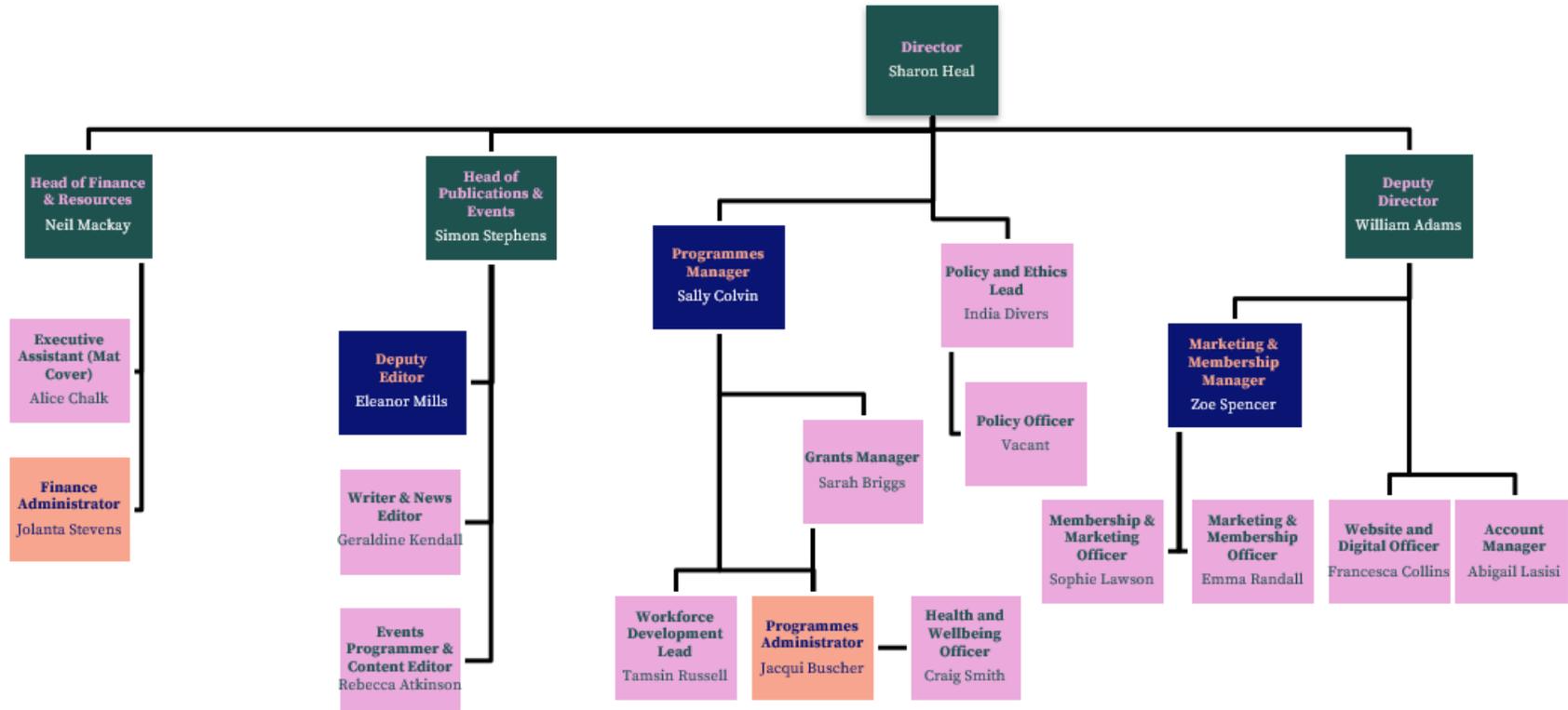
### **Our vision**

Inclusive and sustainable museums at the heart of communities.

### **Our priorities:**

- **People** – A representative museum workforce where diverse knowledge, skills and experiences are respected, supported and valued.
- **Collections** – Empowering, relevant and dynamic museum collections that reflect the rich diversity of our histories, our communities and our planet.
- **Communities** – Museums and communities working as equal partners to address the challenges of our time through learning, participation and engagement with collections.
- **Planet** – Working with museums to be confident in raising awareness, championing change, and embedding action to tackle the climate crisis.

# Organisation Chart



## **What we offer**

### **Working hours and flexible working**

Our full-time working hours are 30 per week, Monday – Thursday. This is a part-time role which requires the post holder to work 22.5 hours per week (0.75 FT equivalent). Additionally, we also offer a range of other flexible working arrangements, such as hybrid working and flexi-time.

### **Annual leave**

Full-time staff are entitled to 25 days annual leave a year, plus public holidays (pro-rata for part-time staff).

### **Salary**

All salaries are benchmarked against information from an independent third party organisation specialising in terms and conditions and pay for comparable job roles.

There is a salary range for each role within our grading system to enable the MA to recognise and reward employees within the context of changing circumstances and based on competencies.

### **Pension**

We offer a Group Pension Plan and will contribute 8.5% if the employee contributes at least 4%.

### **Life assurance**

We will make a single payment of six times your salary as life assurance to the person/s you choose.

### **Health and wellbeing**

You have access to:

- £50 towards glasses for Visual Display Unit (VDU) work, plus an interest free loan for the remaining costs.
- Applying for Sabbatical leave.
- Applying for Study leave.
- Employee Assistance Programme (EAP).
- Annual £200 contribution towards home working setup.

- £50 wellbeing allowance each year.
- Free eyesight tests.
- Free individual MA membership card.
- Opportunity to join Prospect, the MA's recognised Trade Union.
- Staff away days.

### **Family-friendly policies**

- Significantly enhanced maternity (26 weeks full pay), adoption (26 weeks full pay), paternity (2 weeks full pay) and shared parental pay (2 weeks full pay) and leave.
- Up to 10 days paid special/compassionate leave.
- Unpaid time off to look after dependants.
- A maximum of 18 weeks' Ordinary Parental Leave for each of your children under the age of 18 years - for children up to their fifth birthday, the first two weeks' Ordinary Parental Leave will be paid at the normal rate of pay.

### **Learning and development**

We place a high priority on the development of our staff.

We want to ensure that every employee has the best opportunity both to gain the necessary skills and knowledge to work effectively towards our objectives and to further their own personal development.

### **Time of in lieu (TOIL)**

TOIL for any weekend working and attending our annual conference.

### **Volunteering**

We encourage staff to take up to three days leave annually to volunteer with other registered charities.

## **Job description**

<b>Job title</b>	Policy Officer
<b>Contract</b>	Permanent, part-time (0.75FTE over 3 days per week)
<b>Grade</b>	3
<b>Salary</b>	£32,313 per annum (FTE £43,084)
<b>Place of work</b>	Hybrid working – all staff are expected to attend office days twice per month (typically in London) (pro-rata)
<b>Responsible to</b>	Policy and ethics lead
<b>Responsible for</b>	No management responsibilities
<b>Date</b>	February 2026

### **Summary**

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Responsible for supporting the administration and delivery of our policy, campaigns and advocacy. This role is part of the policy and programmes department, which is a varied team developing and delivering policy, campaigns, advocacy, ethics, professional development and funded programmes to support our members and the wider UK museum sector.

### **Major activities**

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#### **Policy and Campaigns**

- Support the administration and delivery of the MA's campaigns as required including Museums Change Lives, Museums for Climate Justice, Decolonising Museums, anti-discrimination and learning and engagement.
- Support the policy and ethics lead to collaborate with partners to make the case for investment in museums to politicians, stakeholders and funders in all four nations of the UK.
- Research and deliver policy and consultation responses in all four nations of the UK.
- Develop content relating to policy and campaigns, for example case studies, web updates and learning materials.

## **Stakeholder Engagement**

- Build positive relationships with key stakeholders, including UK and devolved governments, agencies and sector bodies.

## **Administrative Support**

- Provide secretariat support for committees and stakeholder groups, for example the Anti-racism and Decolonisation steering group.

## **Communications, Programmes and Events**

- Work on joint projects with colleagues in the Policy and Programmes team.
- Work with the policy and ethics lead and colleagues across the organisation to disseminate campaigns through our communications channels.
- Respond to press enquires and work to secure media coverage of our policy and campaigns work.
- Maintain up-to-date stakeholder information.
- Organise policy events and conference panels.
- Occasional travel in the UK, including overnight stays.

This list is neither exhaustive nor exclusive and may change from time to time.

## **Person specification**

### **Essential**

#### **Experience**

- Minimum one year experience working in a policy or campaigns role.
- Experience of writing across a variety of media including reports, press releases, articles and policy documents.
- Experience of relationship building and working with partner and stakeholder organisations.

#### **Knowledge and understanding**

- Good knowledge of the policy-making process in the four nations of the UK.
- Good administration and project management skills.
- Understanding of the mission, vision and values of the Museums Association.
- Understanding of the devolved policy context in the UK.
- Understanding of data protection issues.

#### **Skills and attributes**

- Excellent writing skills.
- Enthusiastic, with good communication and interpersonal skills.
- Strong organisational skills and the ability to prioritise a busy workload.
- Excellent attention to detail.
- Ability to use own initiative and to problem solve.
- Ability to work with others and across multidisciplinary teams.

#### **Travel**

- Willingness and ability to occasionally travel and stay overnight in the UK and overseas.

### **Desirable**

- Knowledge and experience of the museum sector.
- Experience of dealing with press enquiries.
- Experience of event production.
- Experience of supporting committee administration.

## **How to apply**

The closing date for applications is **11.59pm on Sunday 12 April 2026**

Please send completed application form and equality and diversity monitoring form to [alice@museumsassociation.org](mailto:alice@museumsassociation.org) with subject heading 'Policy Officer'.

Interviews will be held online w/c **Monday 27 April 2026**

We are actively seeking and welcome applications from people from a range of diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.

All candidates will be contacted via email for the following reason:

- To inform them if they have been unsuccessful in being shortlisted for an interview.
- To inform them if they have been successful in being shortlisted for an interview.
- To inform them if they have not been offered the role after an interview including feedback on request.

Candidates will only be contacted via telephone if we are offering them the role.

## **Useful Information**

### **Application form**

The Executive Assistant and HR Officer will remove all personal data and dates from the application form before it is sent to the interview panel.

### **Shortlisting**

A shortlist of applicants will be drawn up for interview, based entirely on merit and suitability for the post, by an assessment of each application against the person specification for the post. Applicants who are unsuccessful in progressing to the interview stage will be informed of the outcome of shortlisting. Unsuccessful applicants will not be given feedback on their application due to capacity.

### **Interviews**

The MA will share core interview questions one week before the interview takes place. There may be a few interview questions that won't be shared.

Applicants should inform us prior to the interview of any reasonable adjustments they may need relating to the process and format of the interview, particularly related to neurodivergence or disability.

Applicants will be informed about the constitution of the interview panel and format of the interview ahead of time.

All interviewed candidates will be notified of the outcome of the selection process as soon as possible by email.

### **Conditional offers**

All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in the UK;
- a check of qualifications where relevant.

### **Probationary Period**

New appointments will be subject to a probationary period of four months. Unsuccessful candidates will be provided with feedback about their performance at interview on request.

### **Commitment to equality**

In the case that candidates are 'as qualified as' each other we will give preference in offering interviews to people from diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.