



**UTTLESFORD DISTRICT COUNCIL
SAFFRON WALDEN MUSEUM**

**Museum Support Officer
Part-Time 29.5 hours per week**

**Salary Grade 5 Salary £31,537 - £34,434
(£25,144.36 - £27,454.14 pro rata to 29.5 hours)**

Saffron Walden Museum, opened in 1835, it is the accredited museum service for Uttlesford and holds extensive collections of social history, decorative arts, archaeology and natural sciences relating to the district and its regional context, as well as some historic collections from around the world.

We are seeking a friendly, motivated, organised individual to join our team on a Part-time basis. This role supports the Museum Manager in ensuring the Museum operates safely and efficiently on a day-to-day basis. It also includes responsibility for supervising the welcome desk volunteer team.

You will have experience of working in a retail or administrative context, using EPOS tills and card readers. Key financial tasks include reconciling cash takings, processing orders and invoices and stocktaking. The role's administrative tasks include maintaining email distribution lists, scheduling and supporting maintenance and service contractor visits, organising publicity mailouts and marketing our events programme online.

This post requires some flexibility in working hours (occasional weekend and evening work as needed). Due to keyholder and call-out duties, the postholder must be able to respond to out-of-hours emergency or maintenance callouts on occasion.

A full driving licence and access to a car are essential for transporting collections between museum buildings, and to other venues.

A full enhanced DBS check is required for this post.

Uttlesford District Council is a family friendly Council. We encourage and support our employees to have a healthy work life balance as well as offering a range of benefits including generous annual leave, plus bank holidays (pro-rata), leisure centre discounts, membership of the Local Government Pension Scheme and an online platform offering discounts from online retailers.

For an informal discussion about this post, please contact Jenny Oxley on 01799 510333.

To find out more and apply please visit <https://www.uttlesford.gov.uk/jobs-careers>

Closing date for completed applications is Sunday 15 March 2026.

Uttlesford District Council is an inclusive employer, and we welcome applications from all. We are proud to be a Disability Confident Employer and a Fostering Friendly Employer and proud to support our Care Leavers and the Armed Forces Covenant. Anyone disclosing a disability or is a Care leaver or is a member of the Armed Forces community (Veteran/Service leaver, Reserve Forces, or their Spouses/Partners or Cadet Force Adult Volunteer) whose application meets the essential criteria for the post will be guaranteed an interview.

