

## RAF Air Defence Radar Museum

**TO APPLY: PLEASE SEND YOUR CV WITH A COVERING LETTER TO:**  
[manager@radarmuseum.co.uk](mailto:manager@radarmuseum.co.uk)

**Closing Date for Applications 6<sup>th</sup> June 2022**

### Job Description – Museum Manager

#### **1. Basic Details of Post**

Job Title: Museum Manager, RAF Air Defence Radar Museum.

Salary - £25,000 - £30,000 pa depending upon experience.

Duration of Post – 3 year contract, renewable by mutual agreement.

Holiday Entitlement: 30 days pa, with a limit of 10 days maximum to be taken whilst the museum is open to the public (normally Easter to end of October annually). Attendance at the museum is expected (subject to training and/or outreach work) on museum open days – currently Tuesday to Saturday inclusive, and bank holiday Mondays.

Hours – Full time (40 hours per week).

The postholder will report to the Board of Trustees of the charity. The line manager will be a specified local Trustee.

The postholder will be supported by a Management Team, comprising experienced volunteers who between them have extensive knowledge and experience of the museum's operations.

#### **2. Responsibilities of the Post**

The Museum Manager is responsible for the day to day operational management of the museum as a visitor attraction in line with the strategic objectives of the Board of Trustees.

A key responsibility is the management of the volunteer workforce (currently approximately 80 individuals). This includes recruitment, retention, training and rostering as required. Establishing and maintaining clear channels of communication and ensuring that the museum operates smoothly at all times, with a strong focus on providing a high quality visitor experience.

The postholder will have particular responsibility for all on-site operations including Health and Safety, Safeguarding, security, first aid, fire and emergency procedures, data protection, and other statutory matters. He/she will also oversee the museum's commercial operations – a small shop and a cafeteria.

The postholder will also be expected to manage the work of external contractors (except those which are directly managed by a Trustee).

The postholder will be responsible for the quality and content of the museum's displays of artefacts to the public, and the presentations given by volunteers to visitors. The postholder is encouraged to review the displays and suggest developments and improvements to the Board of Trustees in line with strategic objectives. These include promoting increased diversity amongst the target audience with a specific focus on education, attracting school groups, and ensuring that the museum continues to attract a wide range of visitors, without diminution of the existing core audience.

The postholder is expected to attend and contribute to Trustee Board meetings (usually bi-monthly), and act as Secretary to the Board of Trustees, producing accurate minutes of the proceedings on a timely basis.

Working with the Treasurer and Finance Manager, the postholder will have budgetary responsibility for delegated areas of the Board's agreed budget. These include general office costs and purchasing of stock for the museum shop and cafeteria. Following a probationary period, the postholder will be expected to become a signatory on the museum's bank account, to facilitate these responsibilities.

The postholder will maintain relationships with key operational partners including Norfolk Museums Group, SHARE Museums East, The Arts Council, and will work with the Board of Trustees to ensure that the museum retains its Arts Council accreditation.

### **Person Specification**

#### **Essential Qualities/Experience**

- Previous leadership and management experience, preferably in the museum and/or visitor attraction sector
- Excellent teamwork and team-building skills, recognising the importance of motivating the team of volunteers upon whom the museum relies.
- A good level of computer literacy, to include Microsoft Office 365, and ideally some knowledge of MODES (museum collection recording system), and database management.
- A strong sense of commitment and a flexible approach to work
- Excellent communication skills, both written and oral
- Own means of transport essential – the museum is not on a public transport route.

#### **Desirable Qualities/Experience**

- A supportive interest in, or preferably practical experience of, the Royal Air Force and/or military history in general.
- Practical experience of Health and Safety requirements and recognising and managing H&S risks is highly desirable.
- Previous experience of working with a volunteer work force.
- Previous experience of running a small budget
- First Aid and Food Hygiene qualifications, or the ability and willingness to undertake appropriate training to achieve these.
- An understanding of the Museums Accreditation Scheme and the ability to help the Board of Trustees to develop the museum's renewal accreditation with the Arts Council

- Experience in a retail or hospitality environment and a commercial approach to the development of the museum's visitor offering.

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