

# **The Regimental Museum of the Royal Welch Fusiliers**

## ***Appointment of Development Director***

***Summer 2022***

Closing Date for Applications is 15 July 2022

### **Background**

The Regimental Museum of the Royal Welch Fusiliers was first established in the Regimental Depot, Wrexham. In 1960, following the closure of the depot, a decision was taken to move the entire museum to the Queen's Tower at Caernarfon Castle following an invitation from the then Ministry of Public Buildings and Works. Here it has remained, although the displays and display cases of the 1960s have now been replaced by a modern redisplay, opened in July 1999 thanks to support from the Heritage Lottery Fund.

The museum is a part of the Regiment and maintains a relationship with the MOD Heritage Branch through the Regimental Headquarters of the Royal Welch. The successors to the Royal Welch Fusiliers. MOD funding is due to be removed from the Museum not before 2030. In addition, the museum has forged links with other organisations, most notably Cadw which now cares for and manages Caernarfon Castle, but also the Wrexham Museum Service of Wrexham County Borough Council. Wrexham Museum Services manage the RWF Reserve Collection and Archive at their Wrexham site. Cadw and Wrexham Museum are key relationships in maintaining a viable Regimental Museum.

The Regimental Museum is managed by a charitable trust and trustees now wish to make an appointment of a new Development Director. In addition to an ambitious set of development targets, the post will be responsible for managing a staff of a Visitor Services Officer, p/t Education Officer, casual staff, and volunteers. The appointment will be made in accordance with procedures set out by the Regimental Museum's Management Committee and will be offered on a full-time permanent basis, subject to a 6-month probationary period.

The salary offered for the post will be £35,000 pa.

Further information about the museum can be obtained by viewing the museum website <http://www.rwfmuseum.org.uk/> or by contacting the email below.

Applications and correspondence should be sent by email with a reference of 'Confidential - RWF Development Director' to Captain E D Williams DCM ([DES.WILLIAMS721@mod.gov.uk](mailto:DES.WILLIAMS721@mod.gov.uk)) by the closing date.

Tel: 01978 316188 for further information.

Please provide your application in MS Word or PDF format only.

# Job Description

## KEY RESULT AREAS

### Policy and Strategic Development

1. Working with the Management Committee, review policies, develop strategies and implement procedures that ensure the continued development of the RWF Museum in Caernarfon Castle as a high-quality visitor facility and with reference to increasing income generation.
2. Provide high-level control and administration of the RWF Museum at Caernarfon Castle, through the Facilities Manager, and maintain an active and effective working relationship with Cadw and Wrexham Museum, encouraging the development of joint projects and events.
3. Under the direction of the Management Committee, plan, develop, monitor, and review the marketing of the Museum, in conjunction with Cadw and other bodies as necessary.
4. Undertake such duties as may be necessary to maintain a strong link with the local community, through *inter alia* lectures, talks and developing a volunteer network.
5. Support the creation and on-going development of a 'Friends of the RWF Museum' organisation through events at the museum and elsewhere, and contributions to newsletters etc.
6. Maintain compliance with the requirements of partner organisations at Caernarfon, Wrexham or elsewhere and the legal and constitutional framework within which the RWF Museum works.
7. Develop close cooperation to mutual benefit with the other Military Museums in the West of England and Wales group, allied Regiment Museums, North Wales museums and various national military museums.

### Staff Management

8. Ensure that staff management and employment conditions, including health and safety, are maintained at an appropriate level.
9. Recruit, train and encourage paid and volunteer staff and develop a highly motivated team for duties in all aspects of the work of the museum.
10. Maintain a strong training programme for all paid and volunteer staff, encouraging new and innovative ways of working and ensuring high standards of service delivery.

### Financial Management

11. Provide financial management reporting to both the trust's Management Committee and trustee board, liaising with company accountants, auditors, and partner organisations to ensure efficient and effective financial management systems.
12. Manage the museum financial administration systems, delegating day-to-day cash and payments procedures while maintaining an adequate monitoring role.

### Income Generation

13. Actively seek and control new income streams, including grant funding, to assist in areas of operation and development of the museum as agreed by the Management Committee.
14. Working with specific trustee 'champions', develop a new range of innovative income generating schemes and/or develop quality merchandise suitable for sale on site and online.

### Heritage Role

15. In keeping with the standards requirements of the Accreditation Scheme for Museums in the UK, and other professional standards, ensuring that the quality of museum collections management provision is maintained.

16. Liaise with officers at Wrexham County Borough Council in respect of the on-going loan to them of the museum's reserve collections, arranging as necessary the transfer of elements of those loan collections to Caernarfon and display collections to Wrexham in accordance with the agreement.
17. Develop the digital profile of the Museum, delegating as necessary day-to-day digital output to members of the team while maintaining editorial control to ensure a cohesive approach.

Community Support,

18. As part of a general role in maintaining on-going community support, and through appropriate delegation as necessary, promote educational services within a schools and lifelong learning remit for the RWF Museum; and, in consultation with Cadw, develop joint schemes relating to the public use of the Castle itself, seeking out funding to maintain such services.
19. Promote high standards of public presentation of the collections and other property of the RWF Museum according to an agreed strategy, by identifying, planning and monitoring work and through liaison with internal and external contractors and other outside bodies including special event and exhibition organisers.
20. Establish and maintain a varied programme of temporary exhibitions and events according to RWF Museum agreed strategies and, in consultation with the Cadw and other partners, seek out funding to maintain such services.
21. Undertake other tasks appropriate to the post and its level of responsibility as required from time to time by the Management Committee

Responsible to: Chairman of the Management Committee, Trustees

Responsible for: Professional, Supervisory, Attendant, Clerical and Volunteer staff forming the staff team at the RWF Museum

Budget: annual turnover is approximately £150,000. Annual accounts are available on request.

## **Personal Qualities, Knowledge and Experience**

We require a highly motivated and goals orientated director. Applicants should have proven skills in organisation, communication, and with excellent personal qualities of energy, enthusiasm, commitment, practicality and adaptability.

Applicants must be prepared to seek out and drive the development of strategies to create additional income streams necessary to secure the financial viability of the Museum.

No curatorial specialism is required though it is essential that the director maintains a strong empathy towards the principles and standards required within a museum and has an enthusiasm and ability to deal with all relevant collections-related tasks, calling on professional support as necessary. The post holder must be able to promote the work of the Museum to a range of users using formal and informal measures.

The Regimental Museum is proud of its Welsh tradition and culture and therefore an ability to communicate in the Welsh language, or a willingness to learn how to do so, is desirable.

## **Principal Employment Conditions**

The Postholder is principally responsible to the RWF Museum Management Committee through its Chair.

The post is offered at the salary stated for a 40-hour week. Overtime is not payable but a time off in lieu scheme will apply to hours worked above the weekly minimum. Agreed travel and subsistence costs will be reimbursed for all necessary travel which normally would be agreed in advance with the RWF Museum Management Committee or the committee's Chair.

A probation period of 6 months applies to this post.

Annual leave entitlement after any probationary period will be 20 days plus a further 8 Bank Holidays. The annual leave entitlement will rise to 25 days after 5 years' service.

The post is based in the RWF Museum at Caernarfon. The post holder would be expected to spend approximately half of their working week at the museum but there would be a flexible approach to working from home, by agreement. Within the agreement towards flexible working, some weekend and evening work may be required, and the postholder must confirm a willingness to use their own car in connection with the business of the museum.

A workplace pension scheme is in place and further details are available on request.

Post holders who wish to relocate to the Caernarfon area will be offered removal expenses up to a negotiated maximum. The payment of agreed removal expenses will be repayable if the postholder leaves employment within 2 years of appointment.

## Person Specification

This will be used in the assessment process

|                           | <b>Essential</b>                                                                                                                                                                                                                                                                                          | <b>Desirable</b>                                                                                                                                                                                                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification</b>      | Education to degree level or equivalent in a relevant subject                                                                                                                                                                                                                                             | Postgraduate degree and/or professional qualification in a heritage, charitable or related commercial field.                                                                                                                      |
| <b>Experience</b>         | At least 3 years' experience in a public-facing organisation, especially in developing strategies and opportunities, managing staff, and controlling budgets.                                                                                                                                             | Work in a variety of heritage or relevant organisations including the development of innovative strategies towards creating a thriving business. Broad experience of a range of collections-related issues in a heritage context. |
| <b>Business Acumen</b>    | Understanding of financial administration and grant processes. Preparation and presentation of committee reports and provision of advice to a Board or committee. Personnel Management. The ability to formulate policy and complete reports and briefs relating to the job description responsibilities. | Proven skills in creating a dynamic team. Track record of successful project development.                                                                                                                                         |
| <b>Collections</b>        | Awareness of the issues attached to the care and use of historic and artistic collections in museums/galleries including their interpretation to a mixed general audience.                                                                                                                                | An understanding of collections care and interpretation methods relating to the historic and artistic items held at the Regimental Museum, and those derived from lending organisations.                                          |
| <b>Educational</b>        | An understanding of the principles inherent within public education and an ability to promote such exhibitions and programmes to a wide audience                                                                                                                                                          | Experience in establishing and maintaining education and access strategies                                                                                                                                                        |
| <b>Personal Qualities</b> | Flair, enthusiasm, dedication to the principles of good public service, and a clear understanding of the purpose of a museum. Willingness to work with a variety of individuals and organisations. Excellent communications skills. Strong leadership qualities. Full driving licence.                    |                                                                                                                                                                                                                                   |