

Director Royal Signals Museum **Job Specification**

Background:

The Royal Signals Museum is an incorporated company and is located in Blandford Camp, Dorset. The Museum illustrates the operational and technical achievements of the Royal Corps of Signals, is open to the public and is used by serving and retired military personnel. It attracts around 30,000 visitors per year and contributes to the training and education of military personnel. The collection is owned by a Charitable Trust which operates in partnership with the MoD. The Museum activities include a shop which will be operated by a subsidiary trading company, café and other fundraising activities as well as extensive archives which are available for research. The Museum employs full time staff and has many volunteer assistants.

Aim of Job:

The aims of the job are to direct, lead and manage the Royal Signals Museum.

Main Responsibilities:

1. Directing and managing all aspects of the Museum in accordance with the approved management plan, relevant governance documents as well as policies and directions issued from time to time by the Trustees and the MoD. These responsibilities include but are not restricted to;
 - a. Safeguarding of the Collections held by the Museum to Accreditation Standards.
 - b. Developing and implementing innovative and sustainable plans to meet the objects of the Museum.
 - c. Creating and sustaining a staff team of public servants, Museum Trust employees and volunteers dedicated to promoting the objects of the Museum.
 - d. Ensuring that the Museum provides effective support to researchers from the general public, the Corps or other agencies.
 - e. Promoting all aspects of Museum business, commercial and fund raising activities to provide sustainable funding.
 - f. Negotiating with outside grant-making bodies.
 - g. Supervision of the recording of the Corps activities, production of the Corps history and the management of Corps property.
2. Managing the Museum's activities against approved performance and financial objectives in liaison with the Curator, Business Manager and Corps Accountant.
3. Developing Forward Plans for consideration and approval by Trustees.
4. Preparing and presenting quarterly reports, supporting the management accounts, to the Museum Finance Committee.
5. Negotiating and monitoring the provision of MoD funded services and resources provided through any Customer Supplier Agreements, Leases or similar agreements.
6. Liaising with other agencies, in particular:
 - a. Headquarters Signal Officer-in-Chief (Army).
 - b. Garrison Headquarters, Blandford Garrison.
 - c. Army Museums Ogilby Trust.
 - d. Heritage Branch, MoD.
 - e. Defence Estates, MoD.
 - f. National Army Museum.
 - g. Public Record Office.
 - h. Museums, Libraries and Archives Council.

7. Recruiting, developing, training and managing all Museum staff (10 permanent members (civil servants and privately employed) and up to 40 volunteer assistants).
8. Line managing the Curator, Attendant and Business Manager.
9. Supporting the Museum staff, especially the Curator in fulfilling their objectives by providing context, knowledge and advice on all aspects of the Corps and its equipment.
10. Lecturing on and presenting the collection, in whole or in part, and conducting tours of the Museum for national/local dignitaries, and senior military staff as appropriate.
11. Acting as Company Secretary and ensuring legal compliance with all relevant aspects of company and charity governance.
12. Acting as Secretary to the Board of Royal Signals Museum Trustees and the Museum Finance Committee.

Qualifications and Experience:

Detailed and up to date knowledge of the Army and Royal Signals in particular, including military communications and their significance to the command and control of operations. Educated to degree level or equivalent in an appropriate subject or have relevant specialist experience. A track record of effective management and communication skills including the ability to contribute to strategic planning in dialogue with senior management and the initiation and management of change. Good level of computer literacy. Knowledge of the appropriate legislation relating to Health & Safety including radiation hazard, fire, security, company and charity governance and employment regulations.

Essential MoD Core Competences:

Working Together
Leadership and Developing People
Communicating and Influencing
Managing Customers and Suppliers
Improvement and Change
Planning and Managing Resources to Deliver Best Results

Essential Training:

MoD Civilian management mandatory training.
Training in appropriate charity and corporate governance.
Training in corporate finance for non-specialists.

Employment Terms:

This is a full time permanent appointment. Some weekend working will be required.

Benefits:

There is a generous annual leave allowance and excellent training and development opportunities.

Interviews:

Interviews will take place in February 2010 in Blandford Camp.

10 February 2010

The closing date for applications is ~~15 January 2010~~. Applications should be sent to the name and address at the bottom of the application form.