



Job title:	Museum Manager
Reports to:	Chair and Board
Line management:	All operational roles and volunteers – refer to reporting structure
Relationship with:	Finance Manager
Location:	Northern Ireland War Memorial (NIWM), Belfast
Hours of work:	40 hours
Remuneration:	<ul style="list-style-type: none">- PO5 SCP 38-41 (£51,626 to £54,906)- Defined contribution pension plan with employer contributions currently at 10% of pensionable pay- Private health insurance- Car park space

Background

The Council of the Northern Ireland War Memorial (Incorporated) is a registered charity in Northern Ireland (NIC 103635) and registered as a company limited by guarantee (NI 002888).

The Northern Ireland War Memorial (NIWM) was established to provide an enduring memorial for the men and women of Northern Ireland who died in the two World Wars, and to commemorate the American presence in Northern Ireland during the Second World War.

Now an Accredited Museum, its mission is to tell the story of Northern Ireland's role in the Second World War comprehensively and authentically through engaging exhibitions, publications, research, outreach and accessible learning programmes. In addition, it maintains war memorials to the fallen in the First and Second World War and the Belfast Blitz. The NIWM organises respectful commemorations, provides office and meeting accommodation to ex-service charities, and awards small grants to projects which are in line with its charitable objectives.

As a charity the NIWM is financially independent and is not reliant on external funding.

Main purpose of the role

The Museum Manager will be an effective, inspiring leader responsible for the development and management of the museum, staff, volunteers and resources, ensuring successful delivery of the Operational Plan.

Together with the Finance Manager, they will support the Board of Trustees in developing future strategies and operational plans to ensure that NIWM is resilient and that its aims and objectives fulfil its Statement of Charitable Purpose.

They are responsible for maintaining Museum Accreditation and ensuring compliance with the Museum Accreditation Standard. They will manage external stakeholder relationships and develop the NIWM profile.

Duties and responsibilities

Leadership and Governance

- Develop relationships based on trust and respect with the Chair, Board of Trustees and Finance Manager.
- Facilitate a culture of openness and transparency throughout the organisation.
- Ensure that good governance is seen as intrinsic to the NIWM, maintaining corporate and risk management strategies that are regularly reviewed.
- Manage the processes to ensure the NIWM remains compliant with the regulatory agencies.
- Ensure that documentation and meetings are up to date, and reports are produced to an appropriate level of detail for the Board and Museum Committee.

Strategy

- Produce an annual Operational Plan which is in line with the NIWM's vision and mission by working closely with the Board and Finance Manager.
- Support the Board to produce a five-year Strategic Plan which is informed by feedback from a range of stakeholders.
- Monitor and analyse the environment in which the museum exists; monitor and evaluate performance; identify strategic opportunities for growth and address challenges.

Accreditation

- Maintain the UK Museum Accreditation Standard by ensuring all policies, plans and procedures relating to organisational health, managing collections and users and their experiences are in line with specified requirements.
- Liaise with the Northern Ireland Museums Council and submit an Accreditation Return when required.

Relationships - Internal

- Develop a culture of openness, accountability, and continuous improvement for all staff and volunteers by promoting team working, inclusion, wellbeing, and highly effective communication.
- Deliver effective and positive performance management, training and development plans and regular and relevant communication through team meetings and briefings.
- Lead the team to enable them to be effective, solution focused and creative, embracing change and innovation.
- Develop relationships based on trust and respect with the Chair, Board and Finance Manager.
- Create and manage volunteer and work experience opportunities.

Relationships - External

- Represent and promote the museum to external bodies on relevant projects and commemorations.

- Act as an ambassador and spokesperson for the NIWM, establishing and maintaining a network of effective, valuable partnerships with the media.
- Build and develop effective working relationships with existing and potential key stakeholders across the museum and archive sector.
- Develop and maintain relationships with current and potential funding bodies and delivery partners.
- Promote the vision and work of the NIWM in the wider community, seeking opportunities to increase awareness of the museum and collection.
- Recruit employees and volunteers.
- Manage relationships with contractors.

Collection

- Manage the development, documentation, and conservation of the collection in line with relevant policies, plans and procedures.
- Manage a programme of events and commemorations which promote access to the NIWM collection, in line with the NIWM's charitable purposes.
- Seek opportunities for grant funding and complete relevant applications, reporting and evaluations with the assistance of the Finance Manager.
- Oversee the development of learning resources for schools, teachers, families, groups, and virtual visitors which are audience appropriate and engaging through the provision of curriculum linked, collections based content and periodic evaluation.
- Oversee collections research and speak at lectures, conferences, workshops, and seminars which increase access to and awareness of the collection.
- Be responsible for the curation of the permanent exhibition, temporary exhibitions, and all other interpretation such as NIWM publications.

Finance

- Work with the Finance Manager to produce an annual budget for approval by the Board.
- Write funding proposals which are designed to attract resources for museum programmes.
- Hold delegated financial authority for expenditure within agreed limits as detailed in the budget for museum projects such as education, outreach, conservation, marketing and events, and secure best value in the operation of museum activities.

Compliance

- Review and implement the Emergency Handbook which includes an Emergency Plan for staff and visitors and Recovery Plan for the collection.
- Lead on the museum's compliance with Safeguarding Children and Adults at Risk.
- Ensure the roles of Designated Safeguarding Officer, Fire Warden and First Aider are fulfilled by staff, with all necessary training undertaken in line with legislation.
- Be responsible for ensuring NIWM Health and Safety Policy is put into practice for the health and safety of staff and visitors to the museum.

General

- Ensure that all communications, including marketing, website, social media, are in line with the NIWM's vision and brand in a positive, authentic way.
- Continuously develop and maintain personal professional competencies required to meet the business needs of the post.
- Support events in the museum during evenings and at weekends, as required.
- Any other duties that would be deemed to be reasonably consistent with the role.

Person Specification

Qualifications

Essential

- Degree in history or other relevant discipline.
- A minimum of 2 years management experience in a museum, cultural or heritage context.

Enhanced

- Master's degree in history or museum-related discipline such as archive and museum studies or conservation.

Knowledge

Essential

- Working knowledge of the UK Museum Accreditation Standard and SPECTRUM procedures.
- Competence in using collection management databases.
- Comprehensive understanding of work practices, processes and procedures related to health and safety.
- Up to date knowledge of social media engagement and marketing.
- Significant knowledge and understanding of current museum practice and collaborative practice.
- Good knowledge of Northern Ireland during the Second World War.

Enhanced

- Competence in preventative conservation and object handling.
- Experience of premises management.

Skills and Experience

Essential

- Strategic planning experience and a proven track record in senior management of delivering an organisation's strategic and operational aims.
- Strong research, curation and exhibition design skills.
- Excellent verbal and written communication and interpersonal skills.
- Financially astute, ability to understand and manage budgets.
- Evidence of building collaborative external working relationships, to raise an organisation's profile and maintain reputation with stakeholders.

Enhanced

- Experience in the development and delivery of grant applications.

Personal attributes

Alignment with NIWM values:

- *Authenticity*- passionate about putting our collections and research at the heart of everything we do.
- *Striving for excellence*- Fastidious attention to detail and strong work ethic, with high personal standards.
- *Working together*- Effective team player who enjoys contributing to positive and effective working relationships.
- *Respectful*- Polite and ambassadorial, treats everyone with dignity and respect. Demonstrates integrity, honesty, and respectfulness, supporting a work culture which values everyone, empowers our people and recognises their achievements.
- *Innovation* –Ambitious and imaginative about finding better ways to do things, embracing technology, partnerships, and new ways to share our stories and collections.