

Job title: Interim Head of Museum		
CATEGORY	ESSENTIAL	ADVANTAGEOUS
Education and qualifications		<ul style="list-style-type: none"> <li>• Qualification in heritage management or business management</li> <li>• Other relevant qualifications</li> </ul>
Experience (including voluntary)	<ul style="list-style-type: none"> <li>• At least five years in the charity sector, heritage or leisure service environment, including significant time at senior management level</li> <li>• Experience in project management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at a comparable heritage property or visitor attraction</li> </ul>
Job-related skills and knowledge <i>(these should be demonstrable)</i>	<ul style="list-style-type: none"> <li>• Financial competence, ideally including charity finances, including recent use of financial systems and accounting software</li> <li>• Understanding of equality and diversity issues</li> <li>• Understanding of confidentiality and data protection (GDPR)</li> <li>• Awareness of Health &amp; Safety Legislation</li> <li>• Understanding of safeguarding issues</li> <li>• Demonstrable good of Microsoft Office programmes (Word, Outlook, Excel, Powerpoint, Access etc), Adobe Acrobat</li> </ul>	<ul style="list-style-type: none"> <li>• Competence with project management software</li> <li>• Knowledge of contract management</li> <li>• Interest in heritage, museums and/or historic buildings</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• An excellent leader who is able to use their own initiative</li> <li>• Proven ability to work with a Board of Management or Trustees</li> <li>• Strong written and oral communication skills</li> <li>• Comfortable leading people of all levels across the organisation on a face-to-face basis</li> <li>• Approachable and friendly yet can maintain an air of authority</li> <li>• Ability to work as part of a small team</li> <li>• Excellent negotiation skills</li> <li>• Ability to inspire the confidence of staff, trustees and supporting bodies</li> <li>• Strongly focused on delivering good customer service</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>• A strategic thinker with excellent problem solving abilities</li> <li>• Capable of innovation, identifying opportunities and selling them to others</li> <li>• Effective time-management and ability to prioritise workload</li> <li>• Excellent self-motivation and ability to adapt to deal with an unpredictable, pressured environment</li> </ul>	
Other particular requirements of the job	<ul style="list-style-type: none"> <li>• Flexibility with hours as required</li> <li>• Access to transport. While the Museum is on a bus route the services are not adequate to cover after-hours or call-out duties</li> </ul>	