

Job description – Director (DR21)

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| Title | Director |
| Contract | Salaried. Permanent [or fixed term, by negotiation] |
| Hours per week | 35 |
| Pro rata salary | £38,000 per annum potentially rising to £43,000 dependent upon successful delivery of a recovery plan. |
| Responsible to | Initially: Council of Management (trustee body) and Directors of Avoncroft Enterprises (trading arm) Medium term: Trustees are currently exploring potential alternative arrangements so this may change. |
| Responsible for | <ul style="list-style-type: none"> • The successful delivery of a commercially viable, long-term museum business. [Please note that the museum is in the process of radically changing its offer and the successful applicant will lead this process.] • All paid staff. • Leading and directly line managing Avoncroft’s Senior management team. • [Please note: This is under review but at November 2020 consists of Acting Deputy Director (Head of Collections & Interpretation), and Acting Head of Operations (Director’s Assistant & Personnel Manager)] • Volunteers support all areas of activity and this post will both provide leadership overall and direct specific areas of volunteer work. |
| Work pattern | <ul style="list-style-type: none"> • Act as a Weekend Manager at the Museum on a rota basis when the Museum is open to the public. • This post requires occasional early morning and evening working. • Emergency call-out response. • Regular working pattern negotiable. <p>[Please note: The Museum is currently closed to the public until spring 2021. A sustainable opening pattern should be part of the recovery plan to be delivered, incorporating Covid-19 restrictions.</p> |
| Key tasks | |
| Strategy | <p>Propose, consult upon and direct a recovery plan for the Museum, taking into account the 20-Year Vision.</p> <p>As a company director of the Museum’s trading company – Avoncroft Enterprises Ltd. – build upon existing services to refine and stabilise commercial activities.</p> <p>Set strategy for acquisitions, interpretation of the collections and Museum grounds, and monitor the collections policy.</p> <p>Manage relationships with the membership, trustees, funders and other organisations, attending meetings and reporting as required.</p> |
| Finance | <p>Responsible for enabling a stable and viable financial future for Avoncroft Museum, meeting all requirements of charity and company law and overall management of the Museum’s restricted funds</p> <p>Control the Museum’s finances, monitoring overall income and expenditure and ensuring compliance with in-house financial systems.</p> <p>Responsible for fundraising, maintaining relationships, successfully raising grants and donations.</p> <p>Ensure that projects are well managed and delivered to time, to specification and within budget.</p> <p>Primary contact with the banks and finance contractors, listed as bank signatory and authorising payments.</p> <p>Signatory for all Museum contracts, e.g. insurance, IT, leases, utilities, tenancies etc.</p> |

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| Our People | Provide clear and consistent leadership to staff and volunteers. |
| | Ensure high standards of management of all staff, contractors and volunteers creating an environment in which they can deliver effectively. |
| | Communicate effectively with staff and volunteers, individually and as a team, monitoring overall performance and the progress of projects. |
| | Undertake formal annual appraisals for all direct reports, with interim reviews as required. |
| | Enable staff and volunteers to develop their skills through appropriate training. |
| | Build an effective Senior Management Team and manage dedicated delivery teams. |
| Operations | Set and monitor high standards for visitor experience, ensuring that all visitors and users encounter the Museum in a consistent way, meeting our standards and marketing promises. |
| | The Museum's focus must be on excellent visitor experience and income generation. All staff are expected to be actively engaged in both planning and delivering it. |
| | Ensure that staff and volunteers have access to the IT and equipment necessary to deliver the Museum efficiently. |
| | Set strategy for online presence of the Museum and its digital and marketing profile. |
| | Overall responsibility for the security of the Museum, its site and contents, the Museum's own people and visitors. |
| | Ensure the access to and professional care of the Museum's historic collections to Accreditation standards. |
| | Overall responsibility for Health and Safety and safeguarding compliance. |
| | Act as a Weekend Manager at the Museum on a rota basis. |
| | Open and close the Museum on a rota basis, complying with the operational checklist. |
| | Undertake front of house roles when emergency cover is required. |
| | Primary on-call person in the event of break-ins or other emergencies. |
| | All staff are expected to answer enquiries by phone, online and face to face. |
| Administration | Negotiate and manage key contracts |
| | Prepare and deliver reports to external funders and partners. |
| | Prepare annual reports and accounts in accordance with charity and company law. |
| | Ensure timely delivery of regular reports to Council of Management and Enterprises Board. |
| | All staff are expected to undertake their own clerical and financial administration, working collaboratively and co-operatively and fully complying with in-house systems. |
| External Relationships | Represent the Museum in national, regional and local political fora, ensuring that the Museum's role in delivering economic and social benefits is fully understood |
| | Participate in national, regional and local professional fora, ensuring that the Museum is fully represented and contributes to museum, heritage and tourism debates, strategies and plans. |
| | Represent the Museum in community discussions, ensuring that the local population and organisations are engaged in the Museum's development. |
| | Develop and maintain relationships with relevant academic and specialist organisations |
| | Develop and maintain good relationships with all forms of local and national media. |