

Person Specification – Director (DR21)

CATEGORY	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> • Qualification that requires study and understanding of complex and competing evidence 	<ul style="list-style-type: none"> • Qualifications in a relevant field (heritage, business or charity management)
Experience (paid or voluntary)	<p>Leadership</p> <ul style="list-style-type: none"> • Extensive experience in a charity, heritage, leisure or hospitality environment, including significant time at senior management level. • Developing strategy and delivering a complex business model. • At least 3-years delivering a day-to-day visitor operation, providing high quality visitor service, site and facilities management. <p>Management</p> <ul style="list-style-type: none"> • Experience as an employer, recruiting and managing staff • Motivating teams, showing the ability to delegate effectively, facilitate great communication and encourage effective liaison between team members. <p>Finance</p> <ul style="list-style-type: none"> • Designing and managing complex budgets. • A track record in income and profit generation including negotiated partnership deals. • Track record in successful and substantial fundraising. 	<ul style="list-style-type: none"> • Experience at a comparable heritage property or visitor attraction. • Experience managing retail, hospitality or similar commercial enterprises. • Experience of assessing and meeting Health & Safety requirements.
Skills and knowledge (these should be evidenced)	<ul style="list-style-type: none"> • Active interest in public access to heritage, museums and/or historic buildings and the ability to enthuse others with a passion for the work of the Museum and its future development. • A strategic thinker with excellent problem-solving abilities, capable of innovation, identifying opportunities and selling them to others. • Proven leadership skills, happy and able to work as part of a small delivery team and comfortable leading people of all levels across the organisation on a face-to-face basis, inspiring the confidence of staff, volunteers, trustees and supporting bodies. • Understanding of the purpose and benefits of volunteering to both the volunteer and organisation. • A commitment to broadening equality, diversity and representation in all areas • A confident public speaker and representative of the Museum, possessing strong written and oral communication skills, able to write in a persuasive and informative style and with proven negotiation skills. • Understands charity finance and accounting, able to produce realistic budgets, accurate operating statements, financial analysis, impact reports etc. This requires proven 	<ul style="list-style-type: none"> • Expert knowledge in social history, British architectural history and buildings conservation. • Practical experience related to the Museum's primary collection (e.g. traditional construction methods, practical maintenance, conservation, gardening, heritage skills etc.) • Competence with project management software. • Knowledge of contract management. • Knowledge of VAT and tax issues. • Commitment to environmental protection and preserving natural landscapes.

	<p>competence in financial systems and accounting software with the ability to be accurate and re-check own work.</p> <ul style="list-style-type: none"> • Strongly focused on delivering excellent customer service, with high standards of presentation. • Understanding marketing strategy, audience segmentation and trends • Full understanding of compliance applying to a visitor attraction, including: confidentiality and data protection (GDPR); Health & Safety Legislation; safeguarding issues. • Self-motivated and adaptable, able to deal with an unpredictable, pressured environment with effective time-management and proven ability to prioritise workload. • Competent in Microsoft Office programmes (Word, Outlook, Excel, Power Point, Access etc), Adobe Acrobat, Publisher. 	
Other particular requirements of the job	<ul style="list-style-type: none"> • Must live within 40 minutes' drive time of the Museum to respond to emergency calls. (To be met within 6 months of appointment). • Flexibility with hours as required by business needs. • Access to reliable transport. While the Museum is on a bus route the services are not adequate to cover after-hours or call-out duties. • Meet eligibility requirements (next page) 	