

ROYAL SIGNALS MUSEUM

MUSEUM DIRECTOR JOB DESCRIPTION

ROYAL SIGNALS MUSEUM

The Royal Signals Museum exists to foster *esprit de corps* amongst members of the Royal Corps of Signals, including related reserve and volunteer bodies, and to promote understanding of the history and military and technical accomplishments of the Corps, and its antecedents, amongst the general public and serving and retired members of the Corps.

The Museum manages a collection of current and historic objects, some on display, some in storage, some on loan and some available for handling, as well as an extensive archive and a library. The Museum is a charity and is located within the Royal Signals training facility at Blandford in Dorset. It is open to the general public and provides stands at local events.

The Museum uses story-telling as a principal means of achieving its purpose. It captures the Corps' stories as they unfold, mines them from its archive, interviews veterans and tells them using displays, temporary exhibitions and written, digital and social media.

There is a staff team of permanent and part time employees as well as a much larger team of volunteers.

ROLE

This is the senior paid position in the Museum. The Director directs, leads and manages the Museum on behalf of the Board of Trustees.

MAIN RESPONSIBILITIES

Strategy

Provide advice into the Board's strategic planning discussions.
Advise the Board about required or desirable policy changes.
Keep the Board informed about trends in the wider Museum sector.
Keep the Board informed about any significant internal or external opportunities or threats that might positively or negative impact the Museum.

Operations

Act as Company Secretary and Charity Secretary.
Act as the Secretary to the Board of Trustees and to the Museum Finance and Executive Committee, organising meetings, collecting and circulating papers and taking minutes.
Produce and execute implementation plans to enable the Museum to deliver the Board's strategies.
Advise the Museum Finance and Executive Committee on operational matters.
Direct projects.
Ensure risks to the Museum are kept at acceptable levels.
Ensure compliance with National, local and Garrison regulations including Health & Safety and Employment legislation and with Museum policies and plans.

Ensure the Museum maintains the necessary standards to keep its accredited status with Arts Council (England).

Maintain good standards of presentation in the Museum and at outreach events.

Leadership

Lead, manage and develop the Museum staff and volunteers.

Recruit new members of staff and volunteers as required.

Maintain high levels of morale and high standards of professionalism in staff and volunteers.

Finance

Work closely with the Corps Accountant to provide accurate financial reports and returns.

Advise the Museum Finance and Executive Committee on practical financial matters.

Monitor income and expenditure responding to and communicating variances from set budgets.

Work with trustees, volunteers and staff to identify fundraising opportunities, to apply for grants and to meet reporting requirements.

Act as signatory for Museum's bank accounts.

Collections

Ensure that the Museum's collections are conserved, curated and interpreted to standards that reflect well on the Corps.

Grow the Museum's collection in accordance with the Museum's Collections Development Policy.

Archive and Stories

Ensure that the Corps' story is collected and recorded as it unfolds.

Fill gaps in the Archive's collection of the Corps' history, stories and battlefield studies.

Provide a facility to answer reasonable queries and allow limited research for serving and retired members of the Corps and people with an interest in the Corps and its equipment.

Visitors

Ensure that all types and ages of visitors and visiting groups leave the Museum with a positive experience.

Lead tours for and give presentations to VIPs, soldiers and visitors as required.

Provide an interesting and informative programme of exhibitions.

Provide enjoyable and educational interactive options for visiting schoolchildren and cadets at the Museum and at local outreach events.

Promotion

Promote the Museum favourably via its website and across the media and in social media.

Liaison

Maintain good links with and where required provide reports for and presentations to:

- Headquarters Royal Signals, the Corps Executive Board, Royal Signals Trustee Limited, the Royal Signals Association, the Royal Signals Institution and regular and reserve units of the Corps.
- Defence School of Communications and Information Systems and Blandford Garrison.

- Army Heritage Branch.
- Army Museums Ogilby Trust.
- National Army Museum and other Corps and Regimental museums.
- Bletchley Park, GCHQ, The Science Museum, The Imperial War Museum and other relevant museums.
- Relevant academic and professional institutions.

QUALIFICATIONS/SKILLS

Essential

- Demonstrated ability to communicate well orally and in writing.
- Strong networking and relationship management skills.
- Awareness of the issues relating to the care and presentation of historic collections
- Understanding of, or the potential to understand, the modern British Army.
- An appreciation of the complexities of and the technologies incorporated in modern military communications systems.
- An ability to understand the mindset of, and to communicate with, soldiers and officers of all ages.
- Good organisational skills and attention to detail.
- Good IT skills.
- Good report writing skills.
- Strong financial and fundraising skills and experience.
- Experience of recruiting, training, tasking and supervising staff and volunteers.
- Good team player.
- Knowledge of the legislation relating to Health & Safety, radiation hazard, fire, security, safeguarding, access, company and charity governance and employment.
- Understanding of restrictions imposed by legislation relating to the Official Secrets Acts, data protection, intellectual property and copyright.
- Persuasive, patient, resilient and enthusiastic with a good sense of humour.

Desirable

- A knowledge of military history and of the evolution of communications technology.
- Stage presence.
- Ability to support the Museum staff, especially the Curator by providing context, knowledge and advice on all aspects of the Corps and its equipment.

CONDITIONS

A full time position – 37.5 hours per week (Monday to Friday) with some occasional evening and week-end work.

Based in Blandford Camp, Dorset.

Salary in the region of £52,000 per year.

The post holder will be eligible for the Workplace Pension Scheme.

Holiday entitlement of 30 days per year excluding Bank and Public Holidays.

The Royal Signals Museum follows a policy of non-discrimination on the basis of race, colour, gender, age, nationality or disabilities.

APPLICATIONS

To apply please e-mail a CV (2 pages maximum) detailing your relevant experience and qualifications with a covering letter (2 pages maximum) explaining your suitability for the post to Sally.Rolls371@mod.gov.uk and copied to chairman@royalsignalsmuseum.co.uk.

Applications must be received by 12 pm on 20 Jan 25.

Interviews are expected to take place during the week commencing on 27 Jan 25 and references will be taken up before the confirmation of an appointment.