

Job description	Development Manager
Hours per week	37.5 (Flexible working to meet the needs of the post)
Responsible to	The Chair and Trustees of the Museum
Responsible for	Project staff, contractors and volunteers
Contract	This is a project-funded fixed term contract for 2 years
Project	<i>Museum of Cambridge- Museum Making</i> , funded by NLHF
Salary	£30,000 per annum

Purpose of role

The Development Manager is responsible for managing and delivering *Museum of Cambridge – Museum Making*, a National Lottery Heritage Fund (NLHF) funded project that will enable us to take forward a major programme to re-develop the Museum in 2022/24.

Working closely with the Chair and Trustees the post-holder will also build on the achievements of the 2018-2020 *Securing our Future* project by overseeing the successful development of the Museum as a popular visitor attraction and valued community resource.

We anticipate that the role will share the time between four strands of the *Museum Making* Project. Please ask to see a copy of the submission document for more information sally.page@museumofcambridge.org.uk.

- Audience development: 20%
- Co-curated interpretation and exhibitions: 35%
- Collections development: 10%
- Options appraisal and fundraising: 35%

Principal Tasks and Responsibilities

1. Project Management

1. To lead and manage the Museum of Cambridge – *Museum Making* Project, ensuring outcomes are met and the project delivered within project plan timetable.

2. To provide returns to NLHF as required and report any changes in circumstances.
3. To manage and support project staff and project consultancies, including the recruitment process.
4. Work closely with the Museum Operations Manager to ensure project outcomes are achieved in synergy with the day-to-day operations of the Museum.
5. To lead on the project's programming activity to deliver effective community engagement.
6. To lead on the project's marketing activity to ensure effective promotion of events and workshops.
7. To lead on the project's fundraising activity, preparing and coordinating applications to funding organisations for the re-development of the Museum as well as coordinating the museum's volunteer Fundraising Steering Group.
8. To provide progress reports to the Client Group and Trustee Board.
9. To manage relationships and explore partnership opportunities with key stakeholders including the University of Cambridge Museums to maximise project outputs.
10. To explore innovative practice with other comparable NLHF projects that could inform and shape the *Museum Making* project.
11. To manage museum volunteers and Community Curators to support the delivery of the project, ensuring that all volunteering activity on the project meets all Health and Safety and Safeguarding expectations as well as delivering project outcomes.

2. Museum Development

1. Through the leadership and management of the 'Museum Making' project, devise a strategic vision for the museum which can be developed and delivered throughout the project activity.
2. To work with the Museum Operations Manager and Treasurer to monitor and report on the financial performance of the Museum, to ensure that the project is meeting agreed targets, and ensure that financial processes meet the needs of an increasingly busy and prosperous museum.

3. To work closely with the Museum Operations Manager to oversee the adjustment of museum procedures to allow for the projected increase in the number of visitors by the end of the project and beyond.
4. To manage volunteers and support the sympathetic incorporation of the new Community Curator role within the volunteer team.
5. To manage Health and Safety and Safeguarding; ensuring that the Museum complies with current legislation and fire regulations. To develop policies/procedures to support the increased number of visitors projected by the end of this project.
6. To be a key holder and act as Duty Manager of the museum on a rota shared with other staff members, contributing to the safe and successful opening of the Museum.

To carry out any other duties that may be reasonably required by the Trustees and are commensurate with the nature of the post.

Please note, this role may require some lone working.

Person Specification

Skills and Experience	Essential / Desirable
Educated to degree or equivalent qualification or experience	E
Able and effective communicator, both in oral and written communication	E
Good interpersonal skills, able to work with people from a variety of backgrounds	E
Able to work independently and as part of a dynamic and diverse team of staff, trustees, volunteers and consultants	E
Able to demonstrate leadership skills, in particular in relation to managing a change in activities/culture within a small organisation	E
Able to manage a challenging and dynamic workload with competing deadlines	E
Experience of working with volunteers and good working knowledge of best practice in this area	E

Excellent IT skills, including using Office 365 or similar cloud-based systems, as well as web-editing software such as WordPress.	E
Experience of managing projects and project budgets, preferably reporting to funders	E
Experience of marketing events, exhibitions and projects	E
Able to work evenings and weekends as required [TOIL will be allowed for hours worked outside of core hours]	E
Prepared to undertake lone working when required.	E
Experience of working in a leadership position within an organisation, including the management of budgets	D
Experience of developing high-quality, successful funding bids	D
Experience of working in a small- or medium-sized charitable trust	D
Museums qualification or equivalent working experience	D
Experience of working on an NLHF-funded project or similar	D
Working knowledge of collections management	D

To Apply

Please email louisa.trivett@museumofcambridge.org.uk

- your CV (no more than two A4 sides)
- a cover letter (no more than two A4 sides)
- the closing date for applications is 18.00 on Thursday 27th August.

www.museumofcambridge.org.uk



If we receive a large number of applications, we may regrettably not be able to respond to every applicant. If you have not heard from us within 14 days of the closing date please assume that you not been shortlisted on this occasion.

August 2020



About the Museum of Cambridge

Our Vision

The Museum of Cambridge: sharing stories from the ordinary to the extraordinary.

Our Mission

The Museum of Cambridge is a unique, historic space where visitors can discover and celebrate the social history and diverse stories of Cambridge and its surrounding areas.

We continue to preserve and interpret a dynamic collection to unlock the past for present and future generations. Connecting communities, we provide a sense of place, identity and heritage.

By building a resilient and sustainable organisation, we will:

- Create an enjoyable and engaging visitor experience for all our users, while also increasing our visitor numbers.
- Connect with and strengthen the bonds between the varied communities in Cambridge and surrounding areas.
- Contribute to local knowledge, understanding and skills, using the collection and other museum resources.
- Attract families, the broader local community and visitors to the city.

Background Information

The Museum of Cambridge is an independent Trust and Company limited by guarantee, number 412205. Our Museum is one of only four independent museums in the city of Cambridge to operate as a registered charity, number 311309.

Our Museum is in an historic timber framed building and situated on the corner of Castle Street, in one of the oldest parts of the city of Cambridge. Formerly known as the Cambridge and County Folk Museum, we adopted the new name of Museum of Cambridge with the formal approval of the Friends of the Museum in February 2014.

Founded as a result of the hugely successful Festival of Olden Times held in the Cambridge Guildhall during 1933, Sir Cyril Fox declared our Museum open on 3 November 1936 at a ceremony attended by town and University dignitaries.



This is an exciting opportunity to join a dynamic team of staff, trustees and volunteers to support the continued development of the Museum of Cambridge. The Museum collection represents over three hundred years of Cambridgeshire history in the former White Horse Inn. It is an eclectic collection including household objects, childhood toys, paintings, agricultural equipment and much more.

The Museum has a small team of staff that are supported by around 80 volunteers and welcomes approximately 10,000 - 12,000 visitors per year. There is a permanent collection, a programme of exhibitions and a series of community outreach projects.

Further Details

- The Museum of Cambridge values diversity and is committed to equal opportunities
- The Museum of Cambridge is an inclusive employer
- The Museum of Cambridge has a responsibility to ensure that all employees are eligible to work in the UK. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.
- Offers of employment will be subject to the receipt of two satisfactory references
- Staff will be automatically enrolled into a pension scheme with The Creative Pensions Trust.
- Staff are eligible for 28 days paid annual leave per calendar year (pro rata)