

April 2021

Dear Applicant

Museum Director

Thank you for your interest in our post at Wycombe Museum. We are looking for a new Museum Director to lead on completing and implementing our strategic review with overall responsibility for developing and running museum operations in the post Covid 19 era. This is an exciting opportunity for an experienced leader with sound judgement and management skills working with trustees, staff and volunteers, funders and key stakeholders to ensure the museum's future and resilience.

The post is offered as a permanent role working either four or five days a week by agreement.

We attach an information pack including job description. We can only make the decision to interview you based on the information you provide. It is vital that you give us sufficient detail of your capabilities, including specific examples, to help us understand the depth and variety of your experience.

The closing date for applications is 5pm on Wednesday 28 April 2021. Short-listed candidates will be interviewed during the post Bank Holiday working week commencing 4 May 2021. The interviews are likely to be held online depending on Covid-19 guidance applying at the time.

You can find more information about us and what we do at: <http://wycombemuseum.org.uk>

Please email your CV and personal statement of no more than two sides of A4 to jenifer.baker@btinternet.com.

Yours sincerely



Steve Mills
Chair Elect,
Wycombe Heritage and Arts Trust

Recruitment Information Museum Director

April 2021

Last date for applications: 5pm Wednesday 28 April 2021

Interviews for short-listed candidates: w/c 4 May 2021

Wycombe Museum,
Castle Hill House,
Priory Road,
High Wycombe
Bucks
HP13 6PX

Email: jenifer.baker@btinternet.com

Website: www.wycombemuseum.org.uk

The opportunity

In November 2016 responsibility for Wycombe Museum was transferred from Wycombe District Council (Buckinghamshire Council since 1 April 2020) and is now managed as an independent museum by Wycombe Heritage and Arts Trust (WHAT), a registered charity no. 1155456.

Our former full-time Museum Director has moved on and our Board of Trustees are looking for a new Director to run museum operations and help ensure its sustainability. The postholder will work with Trustees to make sure the museum continues to deliver locally and nationally as a popular visitor attraction and centre of excellence for local history, especially the history of chairmaking, community engagement and learning, while caring for the Furniture, Local History and Art Collections and engaging new audiences through extended social and digital reach.

A challenging and exciting role, the Director will need to be a leader with the confidence and experience to deal with people at all levels, combined with strategic capability and a strong sense of financial and commercial acumen. This will be a hands - on management role including some weekend and Bank Holiday working.

Previous experience in the museum or heritage sectors, whilst an advantage is not essential; however, applicants will be expected to demonstrate essential qualities to understand and manage museum operations.

The successful candidate will report, through the Chair, to the Board of Wycombe Heritage and Arts Trust who meet regularly with the Museum Director to monitor progress and discuss museum strategy.

Full details of the role are given in Annex 1: Job Description.

About Wycombe Museum

The museum is based close to Wycombe Station and the centre of the town. Its main building is a Grade II- listed building dating back to the 17th century on a medieval site. The museum has operated from Castle Hill House, Priory Avenue since 1962 and is surrounded with extensive grounds, including tranquil Victorian gardens.

Widely acknowledged as a successful local visitor and family-friendly attraction, the museum offers a range of special events and activities and innovative, inspiring community programmes to enhance cultural life and learning for local people and those from further afield. It explores the unique history of Wycombe District and surrounding areas through its famous chair collection, hands-on galleries, and changing exhibitions and activities for the enjoyment, inspiration and learning of present and future communities. The museum offers a café and artisan shop and an attractive venue for weddings, meetings and other events.

With accredited status from Arts Council England, in 2016, Wycombe Museum was taken over from Wycombe District Council by the newly formed charity set up to manage it -the Wycombe Heritage and Arts Trust. The Trust is now in the final period of transitional funding from Buckinghamshire Council, ending 31 March 2023. Within expected levels of future funding the Trustees have explored and are beginning to implement structural changes to ensure the museum's sustainable future.

The Board of Trustees has overall responsibility for the governance, strategic leadership and monitoring of Wycombe Museum however the Museum will continue to be run by a small committed team of staff and volunteers headed by the Museum Director. In the new structure there will be eight

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employees mostly part-time including some on zero-hour contracts also working alongside experienced contractors and 40+ capable volunteers involved in every aspect of museum life. The ongoing development, growth and retention of volunteers will be critical for the museum's sustainability.

Our vision is that:

- *Wycombe Museum nurtures a sense of identity and pride within the communities and audiences we serve*

Our mission is to ensure that:

- *Wycombe Museum inspires discovery and fosters local community connections through its furniture and chair-making expertise, social heritage collections and outdoor space*

Our values- in carrying out our work we are guided by a number of values seeking to be:

- *Collaborative, Inspiring, Welcoming, Knowledgeable, Responsive and Relevant*

For more information about Wycombe Museum check our website at www.wycombemuseum.org.uk.

Equal Opportunities

The museum seeks to ensure that all posts and volunteer opportunities are appropriately advertised, and it is seen as an equal opportunity employer which encourages applications from qualified candidates from visible and invisible minority group members, people with disabilities, people, across the spectrum of sexual and gender identities, and others with the skill and knowledge to engage with diverse communities.

We affirm publicly that we are committed to hiring on merit and to removing barriers in employment policies.

Enquiries and Application and Selection Process

Please contact Steve Mills on 07532 666884 if you would like to discuss the role and person specification before making an application.

Your application is invited through a CV and covering letter of no more than two sides of A4 with contact details of two business references including your current or most recent employer.

Please submit your application by email to Jenny Baker, Trustee, Wycombe Heritage and Arts Trust at jenifer.baker@btinternet.com by 5pm, 28 April 2021.

All applications will be acknowledged and considered by our Appointments Panel. We will select a small number of candidates for interview during the working week commencing 4 May 2021.

ANNEX 1

Museum Director: Job Description

Salary: £45,000 p.a.full-time, pro rata for 4 days;

Terms: 4 to 5 days a week negotiable; 25 days holiday p.a. pro rata; pension;

Places of work: Wycombe Museum, Priory Road, High Wycombe; Eden Shopping Centre pop - up shop; museum storage, Marlow; homeworking/online;

Reporting to: Board of Wycombe Arts and Heritage Trust through its Chair;

Areas of responsibility: the Museum Director has overall responsibility for the museum's locations, staff, volunteers and contractors and will directly manage a small team of staff and volunteers working in their own role area.

Key relationships: museum staff, volunteers and trustees; funders, including Buckinghamshire Council; local Community Boards; Association of Independent Museums; South East Museums Development Association; key contacts in national, regional, local museums and heritage, arts and education fields.

The Museum Director will be responsible for:

- developing and driving overall museum strategy and sub-strategies and an annual operating plan and priorities
- leading and inspiring high-quality visitor and learning experiences and community engagement through creative use of museum locations and collections, and digital and social media
- financial and budget management, including optimising income and expenditure control
- securing external support for sustainable, approved projects and successful delivery.
- supporting the Chair and Board of Trustees with robust Governance including compliance with legal obligations and meeting accreditation standards
- advocating for Wycombe Museum with other museums, local community groups and companies, funders, educational, academic and tourism bodies and media and press
- overall maintenance, management and development of sites, buildings and premises including security, health and safety and safeguarding compliance
- motivating and inspiring staff and volunteer team and leading them through change and ongoing challenge of delivering museum services in a Covid-19 environment

To achieve the above the Museum Director will:

- provide clear and comprehensive performance reports and proposals to the Board
- devise structures, processes and communications for efficient museum operations, including staff, volunteers and contractors working as a team

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- continually develop own and team's knowledge and skills
- manage annual museum budget ensuring financial systems, policies and procedures are secure and effective with key financial reports for trustees and key staff
- prepare annual operating plan for Board approval with key performance indicators and financial targets
- ensure collections are maintained and programmes delivered to standards expected of an accredited museum of Wycombe Museum's reputation
- continue to grow and diversify audiences through developing and delivering online/offline learning and community engagement programmes
- lead on delivery and monitoring of agreed fundraising plan, targets and funding bids
- work with Buckinghamshire Council to meet grant - funding obligations and explore new sources of Government funding
- maintain and develop links with key funders and supporters including the Friends of Wycombe Museum.
- ensure delivery of agreed commercial plans including net income from weddings, room hire and events
- ensure museum compliance with legal, statutory and planning regulations, to meet its health and safety, risk assessment, safeguarding and diversity policies
- develop understanding of museum visitor/ customer profile and potential markets
- enable strategic development of volunteering through targeted growth, ensuring well managed and supported volunteers
- represent and advocate for the museum, generating fresh ideas and thinking in partnership with national, regional and local organisations, user and local community groups, corporate sponsors, the media, individuals, academic specialists, educational and tourism bodies
- contribute to delivery of Bucks' Cultural strategy and work with new Community Boards
- ensure effective management of daily operations; be a key- holder and listed on alarm call-out list; work some evenings and weekends as necessary
- agree contracts for external contractors and monitor delivery of services provided

Person Specification

To be our successful candidate you will be personable, practical and able to 'hit the ground running'.

You will have significant experience of managing operations in a similar setting, ideally in the museum/heritage sector but other candidates who meet the criteria will be considered.

You must live within easy reach of the museum.

You should be able to demonstrate:

Essential

1. Degree in a relevant subject e.g. History, Art History, Arts Management) or a qualification or equivalent level of knowledge and experience
2. Significant experience of managing operations in a not-for-profit setting including financial and budgetary management

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3. Awareness of and interest in the work of Wycombe Museum particularly with regard to learning and community programmes as well as its collections: Local History, Furniture and Art.
4. Excellent leadership skills with experience of inspiring and motivating groups of staff, volunteers and contractors
5. Experience of leading a team through a period of change
6. Extensive project delivery experience and working collaboratively
7. Successful track record of developing/accessing new income streams and/or fundraising across a range of sources - trusts and foundations, public grants and lottery, donors and community fundraising
8. Positive 'can do' attitude with evidence of delivering across a broad band of functions and deadlines
9. Excellent written and verbal communication skills at all levels using the most appropriate means including social media, online and written/verbal reporting
10. Quick thinking and able to multitask, work under pressure, prioritise tasks and delegate appropriately
11. Current driving license and access to a vehicle

Desirable

1. Postgraduate qualification of relevance e.g. Museum Studies, MBA
2. Experience of managing operations in a heritage/museum/visitor attraction setting
3. Ability to reconcile business requirements with other needs (e.g. environmental, ethical, health and safety, safeguarding, community, stakeholder)
4. Understanding of the strategic and funding landscape for museums/ heritage
5. Experience of oversight of café, shop, events/weddings and relevant commercial activities
6. Working for a Charitable Trust and experience of working with a Board of Trustees