

<b>Role title:</b>	<b>Senior Executive</b>
<b>Reporting to:</b>	Board of Trustees
<b>Location:</b>	Torquay Museum
<b>Salary:</b>	£50,000 pa pro rata (actual is £46,667)
<b>Hours per week:</b>	35 hours per week, 12 month temporary contract
<b>Holiday Entitlement:</b>	25 days plus public holidays, pro rata
<b>Managerial responsibilities:</b>	Audience Development Officer Fundraising Officer

This role is funded by National Lottery Heritage Fund through a Resilience Grant.

Torquay Museum is looking for an energetic leader to take on this important role at an exciting time of change and development for this 179 year old organisation. The museum has a Designated Collection and strong local support and is looking for someone to help take the organisation forward and forge a resilient future.

### **Key Responsibilities**

To be the energetic leader of the Resilience Project for the Museum, inspiring a culture of change.

In conjunction with the Board of Trustees and the Museum Manager, to lead the development of new policies, strategies and plans in an efficient and effective manner.

To help embed all the new policies, strategies and plans within the organisation to ensure a sustainable future.

To ensure the Board and Senior Leadership Team understand and can operate within the new framework of policies, strategies and plans and deliver a sustainable future for the museum.

To manage the audience development officer and fundraising officer to deliver on the resilience project.

To be responsible for developing a business plan with targets set and agreed by the Board, and ensuring that the budget set and income/expenditure are realistic and sustainable.

To be responsible for the Resilience Project Plan and its successful delivery.

To work to ensure the Museum is managed sustainably and constantly improving, working closely with the Board and staff to realise the Museum's mission and deliver the charity's aims and aspirations.

### **Key Tasks**

Develop a full suite of new museum policies, strategies and plans as outlined in the Resilience application. This will include supporting those required for accreditation (although specific collections policies to be developed by the museum collections team).

To develop and deliver a governance review.

To develop and deliver a financial management review.

To develop a new Forward Plan for the Museum incorporating a business plan and fundraising strategy.

To work with the Board and senior leadership team in developing the suite of new policies, strategies and plans.

To ensure good corporate governance, providing the Board with relevant information to ensure that key decisions can be taken by them in a timely manner.

To work with the Board to assist with their training and development as Trustees including a review of existing capabilities and a Trustee recruitment drive to fill any gaps.

To ensure that effective working relationships are established or maintained, including the Torquay Museum Society, the local authority, Arts Council England, NLHF and other key partners. To ensure relevant and appropriate information is available to all external stakeholders using an appropriate method.

To work with the Board of Trustees to ensure that the Museum's charitable status and Museums Accreditation are maintained, and all the legislative and administrative protocols that accompany these are followed in a timely manner.

To undertake any other reasonable duties to ensure the success of the Museum, commensurate with the role.

In addition, all employees are expected to work within the terms of their contract of employment, adhere to the Museum's Policies, Values and Behaviours, and to follow the Museums Association's *Code of Ethics*.

Person Specification:

This is a demanding role and we recognise that some of the best candidates may not have every demonstrable skill and experience listed below. So we would encourage those with strong transferable skills and the potential to learn new ones to apply, even if they cannot demonstrate practical experience of a particular area defined here.

Essential

- Practical experience of leading and delivering change at a senior level.
- Strong experience of working with and developing charity Boards.
- Experience of successful business development and enterprise.
- Experience of writing and developing policies and plans in a charitable context – specifically, but not solely, relating to business planning.
- Strong experience of financial management.

- A fluent communicator, with excellent written and spoken skills, who can adapt to different audiences in ways that motivate and build trust and enthusiasm.
- An experienced manager with a history of strategic planning and delivery.
- Ability to plan and prioritise a demanding workload and to meet deadlines.
- Strong interpersonal skills, able to relate effectively and appropriately to a wide range of people, and a team player with the ability to influence people.
- Ability to create, manage, and achieve budgets and strategic plans.
- Good organisational skills and attention to detail.

#### Desirable

- A commitment to the arts and the work of innovative museums
- Experience of working with Museums
- Educated to degree level or equivalent qualification or experience.
- AMA or museum masters