

Regimental Museums Liaison Officer



National Army Museum

Post: Regimental Museums Liaison Officer Post No: NAM 155

Reports to: Collections Access and Outreach Manager

Job role

To act as the Museum's main liaison point and focus between Regimental Museums and the National Army Museum and to lead in the organisation, co-ordination and facilitation of specialist training and advice, events and networking.

Job Description

1. The post-holder is responsible for:

- (a) The co-ordination, handling and monitoring of enquiries from Regimental Museums.
- (b) The organisation of specialist conservation and museum-related training as requested, including the Regimental Curators' Course, in liaison with Conservators, Curatorial, Education and Security staff across the Museum.
- (c) The organisation of support and advice for Regimental Museums and the facilitation of networking.
- (d) In conjunction with the Museum's Registrar, the development of loans to Regimental Museums.
- (e) Regularly organising contributions to the Army Museums Ogilby Trust (AMOT) newsletter.
- (f) Acting as liaison point for AMOT.
- (g) Advertising Museum events and activities, sharing information, and organising mailings to Regimental Museums.
- (h) Working with Army Heritage Branch to co-ordinate activities.
- (i) Managing the programme of travelling exhibitions to Regimental Museums.

2. Resource Management

- (a) The motivation, management and development of designated staff, contractors and volunteers, exercising a proper duty of care over them, and to meet all performance objectives set.
- (b) Knowledge transfer to staff as part of an agreed in-house scheme to develop knowledge of the collections and curatorial skills.

3. Internal Relationships

- (a) The post-holder must co-operate fully with all members of Museum staff, but in particular, those colleagues in the Collections Division, in developing content, organising and co-ordinating specialist training.
- (b) To develop in conjunction with key internal staff a framework for continuously evaluating impact and developing the work with Regimental Museums.

4. External Relationships

- (a) Develop and maintain relationships with the Regimental Museums, Army Museums Ogilby Trust (AMOT).
- (b) Develop and maintain relationships with Heritage Branch.
- (c) Work with the Collections Care Department and the Museum's Registrar regarding the development of loans to Regimental Museums.

5. Knowledge

- (a) All curatorial staff will develop a sound working knowledge of the story of the British Army, its traditions, and associated knowledge, past, present and future, as necessary for the delivery of their work, and the Museum will assist (where reasonable) to facilitate this.

6. Health & Safety and Security

- (a) The post-holder must be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

7. In addition, the post-holder is required to:

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all

its dealings.

(b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.

(c) Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team Finance Committee. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.

(d) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).

(e) Contribute to the Museum's business planning process by identifying forward actions, targets and costs, and reporting monthly and annual statistics and Key Performance Indicators (KPI's).

(f) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.

(g) This post necessitates extensive travel for which the post-holder will be compensated at the published rates. The post-holder will be required to visit and operate from National Army Museum outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.

(h) The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Management Team.

(i) Chair Museum committees, teams and working parties, as delegated by the Collections Access & Outreach Manager and represent the Museum on external committees as required.

(j) Make presentations to the NAM Council (Trustees), the Director, Management Team and members of staff.

(k) There is a requirement for the post-holder to fully participate in, and support the work of the wider department and division. The Collections Division comprises of the following Departments: Academic Access, Collections Access & Outreach, Collections Care and Collections Content.

(l) Staff the Templer Study Centre, as required. This includes Saturday working on a rota basis.

8. The appointment is permanent (subject to a six-month probation period), pensionable and full-time, working 36 hours per week 5/7 days. Additional evening and weekend working may be required. The salary is circa £28,000pa to £30,000 inclusive of Recruitment and Retention Allowance. The post-holder is required to give two months notice in resigning.

9. The appointment will be subject to a security clearance through Disclosure Scotland.

10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

11. The National Army Museum is an equal opportunities employer.

12. The National Army Museum operates a no smoking policy.

Location:	Chelsea
Category:	Outreach
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: Feb. 20, 2012	deadline: March 16, 2012

More information: <http://www.national-army-museum.ac.uk/aboutUs/vacancies/>