The Cynon Valley Museum Trust (CVMT) is a charity formed in 2015 responsible for the operation of the Cynon Valley Museum. The mission of the CVMT is to *“to promote the education of the local community and beyond in relation to the local history, cultural heritage and the arts of the Cynon Valley”.*

# Details and purpose of the role

**Job Title:** Museum Manager

**Reporting to:** Board of Trustees

**Salary**: £27,500 - £32,500

**Term:** 8 months, full-time – with the opportunity to an extension subject to funding

**Details:** flexible working hours are available, some evenings and weekends required

The role of the Museum Manager is to be the strategic link between the Trustees’ vision and the operation of the Museum, and to see the values, mission and vision realised through the management and programming of the Museum. They also are responsible for implementing the strategic direction, business plan and various policies, strategies and procedures which make that happen. The Museum Manager also line manages the staff team, and acts as liaison between them and the Board of Trustees.

# Responsibilities:

## Drive and develop the CVMT’s strategic direction

* Work with the Trustees to develop and fulfil the 5-year business plan
* Set and review funding priorities
* Manage the resources of the Trust effectively to ensure values-driven working
* Assess development against key performance indicators identified in the business plan
* Policy, procedure and strategy review and implementation

## Secure grant funding for future museum activities

* Lead on large strategic funding applications and support staff members on smaller, project-based applications. Be the point of contact for grant funders at the CVM
* Manage the grant application process
* Manage the administration of successful funding bids and lead on measuring impact of grant funding.

## Financial oversight and lead on sustainability

* Working to diversify and develop income streams to contribute to self-sustainability
* Implementation of the business plan
* Budget and grant funding management

## Be the main point of communication between staff, volunteers, and trustees

* Formulate agendas for, attend and take minutes at the Finance subcommittee meetings
* Liaise between trustees and the staff and volunteers
* Represent the staff and volunteers at monthly board meetings

## Liaison, relationship maintenance and reputation building

* Main point of liaison with Rhondda Cynon Taf council staff regarding the building lease, SLA and other legal requirements.
* Responsible for strategic and sector specific advocacy and representation
* Formal link between the Cynon Valley Museum Trust and the Rhondda Cynon Taff Heritage Service
* Develop the museum activities in accordance with the Accreditation standards
* Escalation of customer or volunteer related issues, e.g. complaints

## Staff management and human resources

* Performance Management of the Cynon Valley Museum Trust staff team
* Responsible for Continuous Professional Development across the Cynon Valley Museum team (paid staff and volunteers)
* Escalation of volunteer management issues regarding discipline and grievances.

## Building Manager responsibilities

The Museum Manager is responsible for all aspects of building management and holds ultimate responsibility for all building issues including delegated responsibilities

* Overall responsibility for the security of the building
* Ensure all policies and procedures are up to date and satisfy all statutory requirements
* Ensure all volunteers and staff are fully trained to required standards
* Compliance with all legal, health and safety, data protection, etc. requirements.

# Person specification

Experience & knowledge

*Essential*

1. Demonstrable experience of implementing an entrepreneurial approach to fundraising and income generation.
2. Experience of writing, securing and managing grant funding: projects, and budgeting.
3. Experience of management in the heritage sector
4. Demonstrable experience of managing staff and volunteer teams
5. Strong negotiation and stakeholder relationship management experience, i.e. Rhondda Cynon Taf, CBC, café occupant
6. Strong understanding of the charitable sector, including charity law, compliance, and governance.
7. Knowledge of the relevant networks, sector groups and advocacy organisations.

*Desirable*

1. Experience of building partnerships with external organisations: advocacy and marketing.
2. Knowledge of working within local networks and facilitating collaboration with communities
3. Experience of building management and all relevant statutory regulations.
4. Relevant knowledge or status as a Museum Professional under the Museum Accreditation standards

Skills and attributes

*Essential*

1. Self-motivated, with strong organisational skills and a dynamic approach to driving results
2. Excellent leadership and team building skills with the desire to collaborate and influence.
3. Clear and accurate communication and numeracy skills
4. A devoted work ethic with an ambitious drive to achieve change
5. An innovative approach to problem solving
6. Excellent IT skills and confident in using a range of digital tools.
7. A flexible individual who must be willing to work towards the aims of the CVMT

*Desirable*

1. Knowledge of the local history of the Cynon Valley
2. Ability to speak Welsh or the willingness to learn

# Enquiries?

Please contact Charlotte Morgan ([manager@cynonvalleymuseum.wales](mailto:manager@cynonvalleymuseum.wales)) if you would like to discuss the role and the specification ahead of making an application.

# To apply

Please complete an Application Form and return to: Charlotte Morgan, Museum Manager, via email by Midday 17th July. Applications will only be accepted via email.

Email: [manager@cynonvalleymuseum.wales](mailto:manager@cynonvalleymuseum.wales).

Interviews will be held 22nd July 2020. Second interviews (if necessary) will be held 24th July 2020. Please indicate in your covering email if you will be unable to attend interviews on this dates.

Candidates will be invited for interview by 5pm on 20th July.

# Accessibility

Please contact Charlotte Morgan on [manager@cynonvalleymuseum.wales](mailto:manager@cynonvalleymuseum.wales) if you have any accessibility requirements to make your application.