**Job Description; Museum Development Manager**

Job title; Museum Development Manager

Reporting to: Chair of Trustees

Responsible for: Museum Assistant and SPF Delivery Officer

Salary; £32000 FT

Term; 12-month fixed contract

Location; Cynon Valley Museum – not eligible for working from home

Details; Flexible working including weekends and evenings.

**Job Summary**

The Museum Development Manager will play a key role in the running of and the future development of Cynon Valley Museum. The Trust is actively working with the local authority and other agencies to build a sustainable future for the Museum.

We have identified the need to develop our existing income streams so that the Museum will be less reliant on grant applications. These include gallery and room hire, tearoom and gift shop. There is considerable scope to increase revenue from these activities by involving and supporting more volunteers, effective management, and marketing. Initially this will involve working through existing systems and policies with volunteers and staff, to save time and increase efficiency.

Additionally, the Trust is looking for someone with the vision and skills to explore how these income streams could be maximised. For example, our tearoom is under used, though we are beginning to run it with dedicated volunteers. However, such a venture will always be small scale and we need someone with the ambition and vision to explore whether it could be made into a thriving community business.

As well as ensuring this amazing Museum can thrive into the future, we need someone who is firmly grounded and able to deal with the challenges of keeping the building open on a day-to-day basis. This is a varied and rewarding opportunity for someone with excellent people skills, able to work with a wide range of people from the local community and other organisations.

Would you be excited by the challenge of working with our volunteers and trustees. Would you then be able to act and deliver their business plans?

**Responsibilities**

Development of Income Streams of the Trust

* Create a realistic plan to increase self-generating income with particular emphasis on hire of rooms, gift shop, tearoom, and gallery spaces. This must be done with the full support and understanding of volunteers and staff.
* Identify appropriate training and support for volunteers and staff so that the funding activities can be legally and safely undertaken.
* Consult and communicate with all stakeholders including artists, room hire customers, shop customers, workshop attendees etc, so that everyone can support and understand the changes that are being proposed.
* Empower volunteers to explore new funding streams for example, internet sales, crowdfunding etc.

Development of Future Sustainability of the Museum

* With the Trustees, identify and apply for funds to maintain and develop the museum building.
* Explore community business development ideas with Trustees, staff and volunteers.
* With the Trustees apply for new grants to support staff costs in the future and possibly develop new projects.
* Strengthen existing partnerships and develop new partners with local authority, heritage, third sector and business organisations.

Managing the day-to-day operation of the museum

* Staff supervision: to support museum staff with the delivery of the volunteer programme and SPF projects.
* Volunteer support and have overview of the direction of the volunteer programme.
* Management systems: to ensure that the administration and financial systems are simple, transparent, accessible, and effective.
* Building management: oversee building security, maintenance, risk management, compliance with legislation, health, and safety.
* Communications: to ensure all stakeholders are informed of developments that affect their involvement with the museum, including volunteers, staff, and trustees.
* Liaison with partners: including RCTCBC Heritage team regarding the museum collections.

Skills and experience

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| Experience of community enterprise development and business planning  | Essential |
| Proven record of fundraising and grant applications  | Essential |
| Experience of project management and development | Essential |
| Ability to think and plan strategically while understanding day to day issues | Essential |
| Experience of leading and supporting staff | Essential |
| Experience of working with and supporting volunteers | Essential |
| Proven experience of managing commercial activities  | Essential |
| Experience of financial and administration management | Essential |
| Ability to communicate clearly and effectively with good facilitation skills | Essential |
| Ability to learn quickly and apply this knowledge | Essential |
| Ability to actively listen and understand different points of view | Essential |
| Have a good understanding of effective time management | Essential |
| Be self-motivated  | Essential |
| Have good IT skills | Essential |
| Be able to delegate effectively | Essential |
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| Have ability to speak Welsh or willing to learn | Desirable |
| Experience in buildings/facilities management | Desirable |
| Have interest or skills in heritage or arts | Desirable |

# Cynon Valley Museum Development Manager Post :

# Duties and responsibilities:

As per the job description attached and reporting to the Board of Trustees.

# Salary:

£32,000 with a workplace pension scheme, details will be provided when you commence work. You will have an opportunity to opt out of the scheme if you so choose. Salaries are payable monthly on the 20th of the month, for that month.

# Working Days/week:

37.5 hours a week typically over 5 days depending on the requirements of the Museum.

# Overtime:

There will be some requirement for evening and Saturday work. Hours worked beyond 37.5 hours a week will be accrued as time off in lieu (TOIL).

Due to the nature of your employment you may be required to work on some Public Holidays. This forms part of your normal working week.

Flexible working includes late finishes and evenings, early starts and Saturdays as standard. Sundays are paid at double time.

We are a small museum run by a charitable trust. We follow national guidelines on employment and have a number of employment policies that are available on request.

**Application:**

Please submit a CV and cover letter referencing Skills &Experience to the Trust via email to lbateman@cynonvalleymuseum.wales by 5pm on Monday August 5th 2024

OR by post to Cynon Valley Museum, Depot Rd, Aberdare CF44 8DL