

RAF AIR DEFENCE RADAR MUSEUM

JOB DESCRIPTION

Job Title: **Manager**

Responsible to: **Trustees of the RAF Air Defence Museum**

Line Manager: **Vice Chairman of Trustees**

Staff Supervised: **All Volunteers**

Management of:

Museum Management Committee

Acquisition and Disposals Committee (In consultation with the Curator)

Co-ordination and programming of Volunteers

Job Purpose

1. Provide inspirational leadership to Volunteers and management of the day to day activities of the Museum
2. Work in conjunction with the Curatorial Advisor on collections and exhibitions in the Museum
3. Ensure that the Museum meets all the criteria of a Quality Assured visitor attraction
4. Ensure that the Museum meets the requirements of a Registered Charity
5. Ensure (with the Curatorial Advisor) that the Museum meets the Arts Council accreditation requirements

Principal Duties and Responsibilities

1. Assume overall responsibility for the day to day direction of the Museum, including inter action, when needed, with visitors
2. Promote a strong team working approach to delivery of high quality services through proactive management, training and development of the Volunteers
3. Manage an enquiry and research service
4. Actively promote the Museum nationally and in the local community through links with local groups, schools and colleges. Ensuring suitable media coverage

5. Actively promote, support and administer the Friends of the Museum, maintaining the database of Friends and overseeing the publication of newsletters
6. Participate in the management of volunteers, displays, shop and cafe in liaison with other colleagues. Publish and maintain a weekly roster for all facilities
7. Be responsible, in conjunction with the Curatorial Advisor and Acquisition Committee, for all collections, including their care, conservation and documentation
8. Manage the operational aspects of the buildings, collections and stores, including responsibility for their maintenance and repair. Ensure due consideration of the Museum's listed status
9. Manage and maintain the Museum's Health and Safety Policy
10. Act as an approved signatory of the Museum Current Account and all necessary returns e.g. Charity Commission, Arts Council and HMRC
Provide day to day accounting and cash management in conjunction with the Treasurer
11. Ensure the ongoing confidentiality of the Museum and not disclose any sensitive information to any third parties unless authorised by the Trustees
12. Attend meeting of the Trustees and provide written agendas and minutes of meetings