

Position: Assistant Director
Organisation: The Gurkha Museum Trust
Location: UK, Winchester
Closing date: 18 May 2018
Job Type: Full Time
Salary: up to £37,500 plus Benefits

Details:
Full time, permanent.

The Gurkha Museum Trust is the guardian of the rich Gurkha heritage of over twenty former and antecedent Gurkha regiments and units that have served the British Crown for more than 200 years - a heritage which continues to evolve. Today, it represents four serving Gurkha regiments and corps, the Gurkha Staff and Personnel Support Company and the Band of the Brigade of Gurkhas. Amongst Britain's military museums it is unique as it tells the story of a soldier who is not a citizen of the United Kingdom and whose country, Nepal, has never formed part of Britain's late Empire or the Commonwealth.

The Gurkha Museum Trust is a Charitable Incorporated Organisation (Registration No 1169920) and is Arts Council England Accredited. The Museum is located in Peninsula Barracks, Winchester in Hampshire along with five other military museums. It is open throughout the year and receives about 12,000 visitors annually. In addition to the permanent exhibition, reserve collection and outstanding archive, the Museum is fully engaged with education and outreach programmes, lectures, events, trading, other commercial activities and support to all in achieving its aims and objectives.

The role will require flexibility by the post holder to ensure effective delivery of services by the Museum.

JOB DESCRIPTION

Primary Purpose

“To direct and coordinate the day to day activities of the Gurkha Museum, assisting the Director and ensuring the Museum's business is carried out in a timely, efficient and cost-effective manner”

Main Duties and Responsibilities

a. To work closely with the Director and senior management team in prioritising day to day activities. Whilst primarily focused on internal activities he/she will assist the Director with external affairs, deputising for the Director as necessary.

- b. To take a proactive role in assisting the Director in strategy development and to take the lead in developing the Museum's policies and procedures. Responsible for the Museum's Management Plan.
- c. To ensure the Museum's governance arrangements are compliant, efficient and meet best practice. To supervise the calling and servicing of the Board of Trustees and subordinate committees, including acting as Secretary to the Board and specified sub committees.
- d. In consultation with the senior management team, to develop and manage the Museum's external communications plan. Ensure timely and effective internal and external communication within the Museum. To be prepared to act as the Museum's spokesperson as required.
- e. To ensure the delivery of the HR and CPD programmes, including recruitment, induction, training, appraisal and disciplinary procedures of both permanent staff and volunteers.
- f. To ensure the efficient and effective running of the Museum office and its associated infrastructure. Responsible for all IT procurement and support policy. To coordinate and manage all Office contracts.
- g. In consultation with the senior management team, to prepare and manage the Museum Budget.
- h. With the support of the Commercial Manager, to provide day to day oversight on the Museum's trading and commercial activities.
- i. With the support of the Collections Officer, to provide day to day oversight on the Museum's Collection and Archives.
- i. To develop and maintain a good and supportive relationship with the Museum's key partners, specifically: Headquarters Brigade of Gurkhas, the Gurkha Welfare Trust, the Gurkha Brigade Association, the MOD, the Army Museum's Ogilvy Trust, the SE Museum Development Programme and the Winchester Military Museum's Group.

PERSONAL SPECIFICATION

SELECTION CRITERIA	Essential	Desirable
<i>Knowledge and professional experience</i>		
Knowledge and experience in managing an organisation.	Y	
Knowledge and experience in understanding and creating business and development strategies, forecasts and in understanding and producing policies, risk profiles and other analytical papers required by a Board of Directors or Trustees..	Y	
Experience in effectively managing and interacting with Directors/Trustees, staff and volunteers and engagement with public community groups, the armed forces, regulatory authorities and business associates.	Y	
Education to degree level or equivalent		Y
Knowledge and experience of operating in a Museum and or charity environment with attendant knowledge of all relevant legislation and regulation.		Y
Knowledge and experience of the Brigade of Gurkhas or other current unit of the Armed Forces.		Y
An experience of working against a background of change and challenge.		Y

The position requires a person who is able to demonstrate a high degree of competence and achievement in satisfying the following criteria.

Aptitude and skills

- Self-starter and ability to work unsocial and flexible hours if required.
- Highly organised approach to work; excellent ability to prioritise.
- Excellent communication, interpersonal and presentational skills.
- Ability to work well in, and to lead, manage and motivate a team.
- Proven ability to set and maintain highest standards of presentation and customer care.
- Understanding of, and commitment to, good organisational culture.
- Proven ability to network and communicate at very senior level with top corporate executives and senior military officers.
- Ability to innovate, developing new and expanding income streams strategically and effectively, and developing new markets.

- Ability to forecast income, manage budgets and account for income and expenditure, accurately.
- Good level of IT literacy and knowledge of website management and social media platforms..

Attitudes and behaviours

- Pleasant and helpful manner; calm under pressure.
- Willingness to work unsociable hours; willingness to travel frequently.
- Discretion and respect for privacy and confidentiality.
- Commitment to the work of the Museum.

Other

- Ability to communicate and work with army officers and soldiers of all ranks both serving and retired, including those whose first language is not English.
- Knowledge and interest in military history.

In addition the post holder will possess a current full driving licence and access to personal vehicle for business purposes and will have undergone a satisfactory DBS check.

Covering letter with a CV to
The Director
The Gurkha Museum,
Peninsula Barracks,
Romsey Road,
Winchester. SO23 8TS

or e-mail to director@thegurkhamuseum.co.uk.

Deadline for applications is Friday 18 May 2018.