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Station Approach,
Swanage,
Dorset.
BH19 1HB

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From the Convenor of the Museum & Education Delivery Group
Swanage Railway Trust

Appointment of Museum Manager

The Swanage Railway Trust (SRT), is now inviting applications for the post of Museum Manager.

The SRT is a registered charity, whose principle aims are the acquisition, restoration and preservation of all matters of railway interest associated with The Isle of Purbeck, L&SWR, SR and early BR(S), including tramways, plateways associated with the local extractive industries of Purbeck. The SRT is overseen by 16 Trustees, and delivers its Museum and Educational activities through a dedicated delivery group.

The Swanage Railway is already widely recognised amongst the leading heritage railways in the country, operating a peak service intensity greater than any other similar railway. The railway is recognised as the leading paid-for tourist attraction in Dorset and links major tourist destinations and attractions. In 2016, the Swanage Railway achieved a turnover of some £2.8M, carried over 200,000 fare paying passengers and benefitted from the efforts of 50 paid staff and some 500 active working volunteers.

The Swanage Railway Trust has in its care two museums, with the Swanage Railway Museum situated in a variety of buildings at Corfe Castle Station, and the Purbeck Mineral and Mining Museum on its own site at Norden. The Trust has decided that it wishes both museums to attain Arts Council England Accredited Museum status.

The person appointed to this position will be taking up a substantial challenge – Some early development and planning work has been undertaken, but this will need to be updated in line with current requirements and expectations. Both SRT museums are currently working towards accreditation, but plenty remains to be done.

We hope that you will recognise the exciting challenge that this appointment offers and look forward to receiving your application in the form of a comprehensive CV and completed application form.

All applications for this post should be submitted in writing to: recruitment@swanagerailway.co.uk If you cannot apply online please post applications to Recruitment, Swanage Railway Trust, Station House, Swanage, Dorset BH19 1HB to be received on or before 30th April 2017.

We look forward to receiving your application.

With best wishes,

A handwritten signature in blue ink, appearing to read "P N Sills", with a long horizontal flourish extending to the right.

Peter N Sills
Trustee and Director, Swanage Railway Trust

SWANAGE RAILWAY TRUST LTD.

Tel: 01929 425143

Registered Charity No. 1087318

A Company Limited by Guarantee No. 4115126

Station House
Swanage Dorset
BH19 1HB

E-mail: recruitment@swanagerailway.co.uk



RECRUITMENT INFORMATION

For the position of: MUSEUMS MANAGER

<p>How to apply Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed</p>	<p>To apply for this position please email the following documents to the Finance and Payroll Manager at recruitment@swanagerailway.co.uk or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB</p> <ul style="list-style-type: none"> • Completed application form • CV setting out career history with job responsibilities and achievements. <p>(Please ensure you clarify any gaps in your work history)</p>
<p>Selection methods and offer</p>	<p>Swanage Railway will acknowledge your application. Shortlisting will be done by reviewing the evidence presented in your application against the key requirements set out in the Job Profile below.</p> <p>Shortlisted candidates may be required to undergo one or more selection tests in addition to sitting a panel interview. You will be advised in advance of if you are required to undergo any selection tests and what the tests involve. Any offer of appointment will be subject to satisfactory clearances including employment references, medical clearance by the company's Medical Adviser and a DBS check as the jobholder may have unsupervised contact with members of the public, including young people and vulnerable adults. The role involves undertaking safety critical activities.</p>
<p>Arrangements for interview</p>	<p>Expenses incurred during the recruitment process will not normally be reimbursed. Please let us know if you have any particular requirements if you are invited for interview.</p>
<p>Reserve lists</p>	<p>If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.</p>
<p>Closing date</p>	<p>The deadline for applications is 18.00 on Sunday 30th April.</p>
<p>Alternative formats</p>	<p>If you wish to receive a hard copy of the information, please telephone 01929 425143 or email recruitment@swanagerailway.co.uk If you cannot apply online please post applications to Recruitment, Swanage Railway, Station House, Swanage, Dorset BH19 1HB</p>
<p>Indicative recruitment timeline</p>	<p>Advert closing date: 30 April 2017 Short-listing: from 2nd May 2017 Selection stage, including panel interview: 26th May 2017</p>

Terms, conditions and benefits

<p>Appointment term</p>	<p>Permanent, subject to probation.</p>
<p>Place of work</p>	<p>Swanage Railway Museums and surrounding sites.</p>
<p>Work arrangements</p>	<p>Full-time. Must be able to travel to other SR locations as required</p>
<p>Salary range</p>	<p>Up to £25,000 per annum.</p>
<p>Pension</p>	<p>Defined contribution scheme for eligible staff through NEST.</p>
<p>Annual leave</p>	<p>28 days including public and bank holidays</p>
<p>Hours of work</p>	<p>40 hours per week including some evenings, weekends and Bank Holidays</p>
<p>Other benefits</p>	<p>Subject to length of service, eligibility for some rail passes subject to ATOC conditions</p>

JOB PROFILE

This profile is in three parts. It is designed to give clarity around *what* the job entails (Part 1), the *personal qualities, skills and experience* needed to perform it well (Part 2) and the *key requirements* of the job we will focus on for recruitment and selection purposes (Part 3).

Part 1: Job description

Job title:	Museums Manager
Reporting to:	Strategy and Policy: Museum & Education Delivery Group, Swanage Railway Trust Day to Day matters: General Manager, Swanage Railway Company
Direct reports:	c. 25 Volunteer staff
Budget holder:	Yes
Place of work:	Swanage Railway Museums and surrounding sites, with flexibility to travel to other locations when required
Contract type:	Permanent

Job purpose

This role contributes to Swanage Railway's success by developing and managing its Museum Services.

Key Responsibilities

I. To develop and manage the museum facilities, services and activities across the Swanage Railway, in consultation with the SRT Museum and Education Group:

- a. To work towards achieving Arts Council England accreditation for the Swanage Railway museums, producing and implementing suitably compliant procedures and documentation;
- b. To undertake a curatorial role for all Museum collections across the Swanage Railway;
- c. To prepare a Collections Management Policy in conjunction with the railway's Museum and Management Groups;
- d. To co-ordinate the development of Museum displays and to co-ordinate provision of regular temporary exhibitions
- e. To encourage and organise research on the collections and subject matter of the museums in order to develop the collections, displays and to enhance the visitor experience.
- f. Develop procedures to monitor visitor numbers, to assess and analyse visitor feedback to inform development of displays and to identify new materials and interpretation.
- g. Co-ordinate the monitoring conditions within the Museum sites to maintain a pleasant and safe environment for visitors and staff and a secure environment for artefacts, documents and other materials including the preparation of a Collections Care Plan.
- h. Encouraging and developing the recruitment of voluntary staff to carry out various roles within the museum facilities and services. Supervise, support and organise appropriate training of those volunteers.

- i. Responding to enquiries about the history of the railway, clay mining industry etc. from students and others as appropriate.
- j. Communicating and enthusing on museum, education and related activities to staff, volunteers and members of the Swanage Railway community
- k. To be a member of the Swanage Railway management team, to attend meetings when required, liaising and working with management colleagues
- l. To be a key professional member of the Swanage Railway Trust Museum and Education committee and others as required to guide and advise other members by providing professional advice as appropriate
- m. Representing the Railway in meetings with other museums, external partner and funding organisations and professional and industry bodies.
- n. To develop and facilitate educational provision and access within the museums for formal and informal learners of all ages.

2. To seek out and develop sustainable and developmental funding streams.

- a. Identify and develop links with potential grant awarding bodies including Heritage Lottery Fund
- b. Identify and develop sources of sustainable funding

3. To act as Line Manager for staff engaged in Museum activities.

- a. To work with the SRT Museums and Education Delivery Group and the Purbeck Mineral and Mining Museum Group and Swanage Railway Museum Group, providing advice and guidance to the SRT Council of Management and providing a secretariat for the museum groups;
- b. Support all staff engaged in education and museum activities
- c. Enthuse, empower, communicate with all staff in the Museum and Education sector of the railway and others across the railway as required.

This job is suitable for someone who brings the past to life by inspiring all those around them.

This job is unsuitable for someone who prefers purely an academic approach.

Part 2: Person specification

Attributes	Essential	Desirable
<p>Qualifications and training</p>	<p>Degree in a subject relevant to the purposes and activities of the Museums</p>	<p>Higher degree in a subject relevant to museum and visitor experience delivery.</p>
<p>Knowledge, skills and experience</p>	<p>Significant experience of museum collections care and management.</p> <p>Working in a customer service delivery role in a tourist business, heritage centre or educational setting.</p> <p>Knowledge of the Museum Accreditation Standard and experience of the process of Accreditation</p> <p>Knowledge and experience of seeking funding for museums and their collections</p> <p>Design and/or delivery of learning activities in a heritage or museums setting</p> <p>Experience of working effectively with volunteers</p> <p>Managing budgets and handling cash</p> <p>Understanding of the administrative framework of Museums</p> <p>Knowledge of industrial heritage combined with the ability to seek, organise and present information relevant to the purpose of the Museums.</p> <p>Knowledge of basic Office management and Office IT systems</p> <p>Knowledge and use of Internet communications (email, web, social media)</p> <p>Ability to represent the Museum and the Swanage Railway at meetings with outside bodies including local museums, tourist attractions and local authorities.</p> <p>Staff management experience</p> <p>Ability to network and advocate for the railway museums across the cultural and community sectors and their primary funding channels</p> <p>Engaging with the public and staff, both in presenting the Museums and in responding to feedback.</p> <p>Supporting staff within the Museums sector of the railway.</p> <p>Working collaboratively with colleagues, both paid and volunteer</p>	<p>Knowledge and experience of vocational education / training / apprenticeships</p> <p>Experience of working with youth groups</p> <p>Knowledge of the education system and the National Curriculum in relevant areas.</p> <p>Knowledge of Industrial Heritage in Dorset and Purbeck.</p> <p>Knowledge of Dorset railway history.</p>

Personal qualities	Excellent communications skills. Self-starter Self-motivated Ability to work unsupervised	
Other		Clean driving licence

Part 3: Key requirements of the job

The following are core qualities and skills that we believe are *critical* to successfully performing the role – they are taken from this job profile. If you are applying for this job, these are the *key requirements* you will be asked to provide evidence of on page 2 of the application form. If you are unable to provide examples of how you meet these requirements your application is unlikely to progress further.

- Demonstrable experience of working towards and gaining Arts Council Museum Accreditation.
- Experience of successful sourcing and application for capital funding.
- Demonstrable experience of leading and inspiring volunteers and employees.
- Ability to build and maintain positive external relationships.
- Experience of business improvement.