



RMT Director

Overview

At Ripon Museum Trust (RMT) we have always been independent, in charge of our own destiny and proud of our work shaping, interpreting and running our three museums in Ripon - The Workhouse, The Prison and Police Museum and the Courthouse.

Recent expansion has enabled us to strengthen by creating a capable core professional team of employees to provide operational management and coordination of the Trust's activities. We have also significantly expanded our footprint with the acquisition of the whole Workhouse site - arguably the most complete in the UK.

We are very much rooted in and shaped by our community with local volunteers responsible for much of our work - they make us who we are; authentic, community engaging, quirky, working hard to look after our visitors, buildings, collections and gardens.

There is much in place and much more to do and our future potential is an exciting prospect - what we need now is an inspirational leader to join our team and lead us there!

About Us

Ripon Museum Trust operates three museums in restored historic sites with the aim of unlocking the stories they can tell. Collectively the museums provide a unique interconnected experience of poverty, law and order, an aspect of our history with great relevance to society today.

Ripon Museums have grown to be of regional importance and the Trust has three times been a finalist in the White Rose tourism awards for Yorkshire. The three sites – the Courthouse, Workhouse and Prison & Police – now attract some 35,000 visits annually. Of these about 4,500 are part of our very successful education programme. The Trust owns a collection of some 10,000 objects mainly connected with policing. All three museums have 'Accredited' status and the active support of an Accreditation Advisor professional.

Ripon Museum Trust is both a registered charity and a company limited by guarantee. It has a board of nine trustees/directors who each champion areas of work. The employee team of 12 (7.5 FTE) works closely with the trustees and around 145 volunteers. We run a regular programme of events and exhibitions. Our formal learning programme, for schools and adult groups, is nationally recognised - we hold the Sandford and Marsh Awards - and growing rapidly. In 2018, the Trust was awarded National Portfolio Organisation by ACE (Arts Council England) with a grant of £560,000 over four years. Beyond this it has no permanent source of external revenue funding and operates from its own earned income supplemented with grants for specific projects.



This is a time of change for the Ripon Museums as we look to expand operations further. We strive to innovate continuously using new technology as well as traditional methods. There is the possibility of greatly enlarging the Workhouse Museum having acquired most of the remaining land and buildings with the support of the Heritage Lottery Fund. This will require significant capital funding and we are developing our fundraising skills with the support of a grant from ACE under its Catalyst programme. We understand the value of more partnership working, for example with universities. Ripon Museums play their part in local and regional tourism promotion working with Welcome to Yorkshire, Visit Harrogate and the Visit Ripon consortium.

The Trust has a strategic plan to shape its development which recognises that volunteers will continue to play a major part in this and that leadership excellence will be the key to success. The Trust's Strategic Plan including its vision to be “the most engaging and admired small museum in the country delivering our mission with pride and integrity” can be accessed from our website at http://riponmuseums.co.uk/docs/blog/rmt_plan_2014-20.pdf

Curation - strengthening our collections care and interpretation by finding ways to bring in curatorial and interpretation skills to realise the potential of our physical and intellectual assets.

The curatorial team at the Trust are responsible for caring for, developing, and providing access to the collections. The collections are comprised of three historic sites, including buildings and gardens, and an associated collection of around 10,000 objects.

With the recent appointment of a curator, curatorial practice at the Trust is becoming increasingly professionalised with a stronger focus on best practice standards, especially in terms of collections management and care. A new collections management system, collections store, and policies and procedures are being established. In line with the Creative Case for Diversity, a new interpretation plan and an enhanced programme of temporary exhibitions, events and activities is being introduced, working collaboratively with the wider community and partners. Going forward, the curatorial team aim to be more strategic in the development and use of the collections; more accessible and relevant in our interpretation and storytelling; and increasingly recognised as a centre for specialist knowledge on our unique collections and stories.

Volunteering and Operations

Volunteers are the magic ingredient which make the Trust a special community where volunteers are valued and vital to the organisations success. We have a strong foundation and excellent reputation for working with volunteers with a wide variety of skills and interests who deliver our core services, as well as adding tremendous value and support in all areas of operations. In order to promote a more diverse and inclusive volunteer base we have established volunteering programmes to attract young people, people with disabilities and those living with low level mental health by working in partnership with other organisations and the local community. Our volunteer recruitment and retention and levels of satisfaction



remain consistently good, as we continually strive to improve and enhance our volunteer experience and wellbeing by developing new opportunities for training and development, social interaction and events. Looking ahead we will be focusing on continuing to increase our volunteer numbers, (currently 145 active volunteers) and capacity by offering alternative methods of engaging with volunteers including remote volunteering, bite size volunteering, corporate team building and supported volunteering.

The delivery of a consistently excellent level of service to our visitors is central to our day-to-day operations of the 3 museums. The operations team work to ensure that the museums are prepared and ready to welcome visitors. Through the effective and efficient deployment of resources to maintain the cleanliness of the facilities, to provide supplies and information as required and ensure the museums are appropriately staffed to maximise income generated. Looking ahead we are exploring how we can improve accessibility and reduce the environmental impact of our operations. In addition focusing on enhancing our retail and food and drink offer to enhance the visitor experience and increase secondary spending.

Learning and Outreach - broadening and deepening our learning programmes to embrace a wider audience, often in new ways and with collaborative partners, and permeating a culture in the Trust as being a learning organisation.

Learning is one of the Trust's four core values, the others being: Ambition, Community and Teamwork. We hope all of these are reflected in our work in the Learning & Outreach department. We have an award-winning schools and groups programme and an award-winning family learning team which reflect the talent, hard work and dedication of our team of three staff and thirty volunteers. Our set of original buildings and their stories of social justice, or lack of, have huge traction with the curriculum at all key stages and we are constantly looking for innovative ways to tell these stories and bring them to new audiences. Our inclusion in the Arts Council's National Portfolio Organisations (NPO) has allowed us to develop both new Schools' and Community Outreach programmes in line with the Creative Case for Diversity, trialling new learning techniques developed with specialists from the university sector. The NPO has enabled us to build more creativity into our offer through our Arts Award programme.

Going forward we aim to build on our work and existing and future partnerships to become a recognised centre for collaboration in the fields of museum, community, school and university learning attracting funding streams, placements and enriching our practice and sustainability.

Marketing - enhancing the reputation of the museums through continued development in line with best practice and through the sharing of this with others.

The Marketing & Development Manager has two key responsibilities. The first is to lead, develop and manage the Trust's promotion and marketing. We have a well-established offer of three museums and an events programme covering law and order, social justice and poverty to promote to tourists from across the region and beyond. In addition, the Trust is in a period of expansion as we use Arts Council funds to increase our offer, put out an excellent programme and broaden our core demographic to deliver on Arts



Council's vision of 'Great art and culture for everyone'. We will look to reach further into our core audience and beyond into people who have yet to visit.

The second responsibility is to support the delivery of our planned development of our fundraising capacity through the Arts Council funded Catalyst programme. We are looking to expand our income streams significantly into individual giving, private philanthropy and legacies. The Marketing and Development Manager will work with the Director and Trustees to plan and develop our approach, then market and promote these opportunities to engage potential donors. Additionally, they will also oversee the set up and maintenance of donor management software.

Additional delivery areas are; marketing to our day visitors, ensuring our programming is reaching our target audiences, supporting the marketing of our learning and volunteer offers, reaching potential donors with our new fundraising offers and exploiting appropriate opportunities for awards to give tangible recognition of success.

The Job

With the support of the Board of Trustees, you will provide the creative vision and inspiring leadership to drive forward RMT and its museums in line with the Strategic Plan.

Title: Director

Salary & Remuneration: £40k plus contributory pension scheme, 25 days annual leave plus bank holidays (with an expectation to work occasional bank holidays)

Hours: 37hrs and occasionally there will be meetings or activities outside normal office hours.

Location: RMT offices, Workhouse Museum, Sharow View, Allhallowgate, Ripon, HG4 1LE.

Reports to: Board of Trustees through the Chairman

Responsibilities include:

- Governance
- Leadership
- Strategic Vision
- Operational & Financial Planning
- Income generation
- Stakeholder Management

You will head the management team currently comprising the Volunteers and Operations Manager, the Learning and Outreach Manager, the Curator and the Marketing and Development Manager. The four managers are responsible for full-time and part-time employees amounting to 7.5 FTE. The employees work closely with our 145 volunteers to deliver the museums' offer. As Director you will be responsible for overall management of operations including physical, financial and human resources.



You will work directly with the Board of Trustees and its committees: Business and Operations, People, Finance & Marketing, and Learning and Curation to provide information and ensure good governance.

Expectations

Leadership: you'll have the energy, imagination and personality to inspire all involved in the museums including employees and volunteers to realise their full potential. You'll be an exceptional communicator; utilising your emotional intelligence and awareness of change management and coaching strategies with your team.

Strategic Vision: you'll possess the ability to look ahead at the 'big picture' challenges and opportunities to update the RMT Strategic Plan as needed. You understand 'visitor experience' its importance and successfully deliver value enhancing visitor initiatives. You'll have an excellent network and promote RMT and its interests externally.

Influencing and Collaboration: you'll foster a culture of empowerment, by providing direction, enhancing morale, delegating responsibilities and authority appropriately, holding individuals accountable for specific and collective performance. You will be passionate about inclusion and demonstrate empathy with the subject area of poverty, law and order and of sharing this with the museums' growing audience.

Business Acumen and Project Management: you're commercially astute, ensuring the efficient delivery of services and projects within carefully-managed systems of cost control, income generation, project management and all within current legal requirements. Additionally, you understand sustainability, its potential impact and have a shared to commitment to the future of RMT through our aims.

Decision Making: you have tact and courage to take difficult decisions and to act decisively both to deal with problems and to realise opportunities. You are adept at making best use of resources, delivering projects on time and to budget.

Income Generation: you're skilled in; effective cost control, business and product development, optimising the commercial development of our physical assets, price control and are accomplished in commercial development of diverse income streams via grants fund raising and other entrepreneurial approaches outside normal trading.



About You

A transformational leader who shares our values with great people skills and the passion, drive and ambition to enable us to realise our potential to become a museum with national profile.

Relevant Essential Experience:

- Leadership experience of 5yrs+
- Business planning for income generation and managing budgets and resources
- Working with Volunteers including Trustees
- Working in or with a museum or heritage attraction (Desirable)
- A graduate or post graduate qualification (Desirable)
- Coaching awareness / formal qualification (Desirable)

Attributes:

- The ability to be effective under pressure; being in an environment of change and handling constant multitasking whilst demonstrating a flexible 'can-do' attitude is essential.
- A self-aware leader who will be a passionate advocate for our cause!



Application and Selection process

If you would like to discuss the role informally, please contact Lizzy Tyler – Trustee on 07971 263 702

If you wish to apply for the role you are asked to submit the following:

- A covering letter (maximum 2 pages) summarising your interest in the job, detailing evidence of your ability to meet our expectations (see the Expectations section above) and how you demonstrate the relevant experience and attributes. Please also include details of your current remuneration.
- Comprehensive CV (maximum 3 pages)

Please send your applications electronically to Lizzy Tyler using lizzytyler05@gmail.com

All applications will be acknowledged. If you have any queries please contact Lizzy Tyler on 07971 263 702

CLOSING DATE FOR ALL APPLICATIONS: 15 February 2019

All applications will be screened by our selection panel and if shortlisted will be invited to an initial interview.

Initial interviews will be held: **19/20 February 2019**

Candidates who are successful at initial interview will be invited to participate in an assessment day at the Workhouse Museum. The day will involve a number of formal and informal activities, including a panel interview, presentation and practical task.

Assessment Day for shortlisted candidates will be held: **26 February 2019**

Please indicate in your application if you have any difficulty with attending the above dates and / or have any special requirements. Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.