



JOB TITLE:	South East Museum Development Programme Manager
REPORTS TO:	Head of Royal Pavilion & Museums
RESPONSIBLE FOR:	Assistant Programme Manager Museum Development Officers x 4 Regional Preventative Conservation Officer Regional Accreditation Adviser
DEPARTMENT:	Economy, Environment and Culture
SECTION:	Royal Pavilion and Museums

1. JOB CONTEXT

- South East Museum Development Programme (SEMDP) has been awarded c. £2 million from Arts Council England (ACE) as a Sector Support Organisation for 2018-2022. During this period, we will deliver development initiatives to drive excellence and create a resilient and sustainable museum sector in the South East.
- Museum Development realises its vision for thriving museums by being a challenging, approachable and ambitious agent of change. Working in partnership with other providers, we raise standards across collections care, audience engagement, organisational development, diversity and learning in museums – we deliver training, a grants programme, and targeted support through our Museum Development Officers, Accreditation Advisor and Preventive Conservation Officer to 235 Accredited / Working Towards Accreditation regional museums across the South East (covering Kent & Medway, Sussex, Surrey, Hampshire, Isle of Wight, Oxfordshire, Buckinghamshire, Berkshire, Hampshire and -Solent).
- The South East Museum Development Programme is managed by a consortium of museums, consisting of Royal Pavilion & Museums, Brighton and Hove (the lead partner), Hampshire Cultural Trust, Oxfordshire County Museums Service and Chatham Historic Dockyard Trust.
- The South East regional programme is delivered by the Museum Development Coordination Group (MDCG), a partnership between the Royal Pavilion and Museums, Chatham Historic Dockyard Trust, Hampshire Cultural Trust and Oxfordshire County Museums Service.

- The programme also has added responsibility for administering Accreditation Advice on behalf of ACE, for the South East region.
- South East Museum Development is part of a larger Museum Development Network of nine regions delivering Museum Development, working collectively to ensure national alignment and cross-regional collaboration where possible and appropriate.

2. PURPOSE OF JOB

- To deliver on region-wide priorities, while also ensuring local level response, to museums in the South East through programme and partnership development.
- To lead, evaluate and report on the Museum Development programme aims and outcomes to the South East Museum Development Coordination Group and Arts Council England.
- To provide coaching, advice and line management for the South East Museum Development team.
- To manage the delivery of the 2018-2022 programme, including the impact of the transition lead partner from local authority to trust status.
- To promote and advocate Museum Development both regionally and nationally, including contributing to the Museum Development Network (MDN) Committee, supporting the development of MDN, and identifying opportunities for the SEMDP team to engage with MDN.
- To lead on the strategy for the future resilience for South East Museum Development, exploring options for programme delivery post-2022 and working with key partners, MDN and ACE to shape the next South East Museum Development Programme.
- To ensure programme budget is managed appropriately, with financial monitoring and controls in place to ensure best value and targeted investment for the benefit of regional museums.
- To ensure that Equalities and Diversity are engendered throughout Programme development and delivery.

3 PRINCIPAL ACCOUNTABILITIES

- To lead and manage the South East Museum Development Programme on behalf of the South East Museum Development Co-ordination Group, ensuring compliance with the Funding Agreement with Arts Council England, including the collation and provision of financial returns, reports and evaluations to Arts Council England as required.
- To be responsible for setting and managing the programme budget, c. £2million across 2018-2022.
- To manage the regional museum development team in line with delivery of the SEMDP business plan, including the direct line management of the Royal Pavilion and Museums hosted team, and responsibility for setting KPIs and performance management for all team members, including those hosted by consortia partners in Hampshire Cultural Trust and Oxfordshire Museums

Service. To lead and manage the development of plans and strategies required by Arts Council England for compliance with the Funding Agreement.

- To identify and develop partnership opportunities for SEMDP to support Programme delivery in line with the aims and outcomes of the programme.
- To set up and ensure contract compliance for Museum Development hosting organisations with Royal Pavilion and Museums, Oxfordshire County Council and Hampshire Cultural Trust (e.g. ensuring legal agreements have been updated where required).
- To represent SEMDP at key stakeholder meetings, including regional network group meetings, the Museum Development Network, meetings with Arts Council England, National Portfolio Organisations and other Sector Support Organisations.
- To oversee and manage the performance and evaluation of the programme, including programme advocacy.
- To deliver added value to the programme – whether financial, resource, expertise or related additional benefits – through development of partnerships.

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4.4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety.
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice; to maintain and update risk assessments as required.
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice.
- To ensure that safe premises, equipment and working environments are maintained.

4. ESSENTIAL CRITERIA

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Educated to degree level in a relevant subject (i.e. museum studies, heritage management etc.) or equivalent demonstrable experience.
- Politically astute, with proven relationship management skills.
- Thorough knowledge of the current issues and agendas for museums; thorough knowledge of the museum Accreditation Standard.
- Excellent negotiating skills for establishing partnership opportunities.
- Project planning and management skills.
- Excellent communication skills with the ability to communicate with people on all levels, both inside and outside the organisation.
- Knowledge of evaluation methodologies
- Good presentation and public speaking skills.
- Proven ability to prioritise work, and work effectively within tight timescales.
- Excellent ICT skills, and good organisation and administrative skills, including budget management and forecasting.

EXPERIENCE

- Substantial experience of working within a museums/cultural environment.
- Experience of working in politically complex structures, across multiple partners and stakeholders.
- Demonstrable experience of working in partnerships with other museums and cultural organisations; experience of bringing added value (financial, resource or related opportunities) to a programme or workplace through partnerships.
- Experience of working with consultants and external specialists.
- Proven experience of project management, including the management of grant funded projects.
- Proven experience of successful fundraising and income generation
- Change management (and associated skills: coaching, leadership, networking, communication, trust building and adaptability)
- Experience of evaluation; including an understanding of evaluation methods and approaches.
- Experience of regional museum organisations.
- Experience of staff management, team building and team development.

OTHER REQUIREMENTS

- Commitment to acquiring awareness of current Health and Safety (H&S) legislation as it applies to the area of policy and practice as it applies in their area of work, and co-operate with H&S policy and practices, managing risk where required.
- Willingness to work across the South East region, with associated travel within the South East (and nationally where appropriate).

- Willingness to work weekends and evenings as required.
- Commitment to continuing professional development and a willingness to learn.
- A commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
- Able to demonstrate a commitment and understanding of sustainability in relation to museums and cultural organisations