



## Sir John Moore Foundation



### Vacancy for Heritage Centre Manager

#### Opportunity

This is an exciting opportunity to manage the [Heritage Centre](#) of the Sir John Moore Foundation in the Leicestershire village of Appleby Magna. It is housed in a Grade 1 listed 17<sup>th</sup> century building, designed by Christopher Wren and William Wilson, which is shared with a thriving primary school of 140 pupils. The building has been a School for over 300 years. It was endowed by a wealthy [London lead merchant](#) with extensive links in international trade.

#### Person Requirements

The position of Heritage Centre Manager requires a broad set of graduate level professional skills and knowledge capabilities. A specialised background in museums and heritage is not a requirement but evidence of historical awareness and engagement in this area is important. Experience of

successful organisational responsibility and independent project management and fund raising are essential. You must have skills in budget management/financial planning, and the IT competences to use spreadsheets and databases and to manage online meetings . You must have the personal skills to interact with funders, trustees, volunteers and visitors.

### **Terms of employment**

12 hours per week at £25.00 per hour. Precise hours and scheduling to be agreed.

### **Job Description**

The Heritage Centre Manager role is based on the management of the Sir John Moore Foundation heritage activities, museum, artefacts, sourcing external funding, and delivery of heritage projects. Specific duties are to: -

1. Achieve and maintain compliance with the UK Museum Accreditation Scheme requirements on governance, collection management & public access, through the implementation of policies and practices, submission of accreditation returns, and liaison with a Museums mentor.
2. Periodic review and updating of heritage centre practices and policies and ensuring compatibility with the Foundation & School policies.
3. Research and identify suitable sources of potential grant funding. Draft and submit high quality applications to meet submission deadlines.
4. Obtain and manage external financial support for heritage centre activities and enhancement of heritage assets, with a focus on the building and site facilities.
5. Delivery of heritage grant project works for the site. This can include project management, contractor management, budget control, reporting to trustees, and grant delivery reports to funding providers, as required.
6. Facilitating and servicing meetings of the Heritage committee, meetings of the heritage volunteers, and managing the recruitment and activity of volunteers.
7. Organising and managing an ongoing programme of Heritage Centre activities with consideration of existing foundation site events, such as school use, tenants, and residents.
8. Planning, monitoring, and reporting the Heritage Centre expenditure and income within an agreed budget to the trustees.
9. Managing the acquisition, care and maintenance of heritage items, and visitor accessibility of all the heritage centre museum collection.

10. Preparation and presentation of reports on the heritage centre for the trustees, providing details of visitor numbers and activities.
11. Promoting and managing the public profile of the museum and heritage activities through the Foundation website, social media, and networking with local and national heritage networks.
12. To carry out any other duties that may reasonably be required in line with the main duties of the Heritage Manager for the Foundation.

## **Application**

Please send your cv with a letter explaining your interest in the position to the Chair of Trustees c/o the Foundation Manager (Becky Gravener [becky@sirjohnmoore.org.uk](mailto:becky@sirjohnmoore.org.uk)) by 28 May 2021..

### **Sir John Moore's School & Exhibition Foundation**

Registered Charity Number 510484. Website [www.sirjohnmoore.org.uk](http://www.sirjohnmoore.org.uk)