

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Regimental Museums & Partnerships Officer (Post No: NAM 807)**

**Reports to: Head of Regimental Museums & International Partnerships**

### **Scope**

The role spans the support of the Regimental and Corps Museum's Networks and Associations around the UK and the development of the NAM's support to the Army's International engagement, both within the Diplomatic Community in London and through activity abroad, and other NAM international partnership initiatives.

### **Job Role**

The post-holder supports the network of Regimental and Corps Museums and the regional networks and their projects, delivery of NAM training and event programmes. The post-holder is responsible for working with the Army on issues of public engagement. The post-holder also leads on NAM support to the Army and wider MOD in areas where Army history and heritage can support Defence engagement, international partnerships and resulting collaborative projects.

### **Job Description**

#### **1. The post-holder is responsible for:**

- a. Delivering all aspects of relevant consultation to the Networks, including fundraising, marketing, social media, design, etc.
- b. Coordinating, delivering, evaluating and developing the NAM's training programme, including the twice annual Regimental Curators Course, Firearms in Museums courses, Emergency Response courses and additional planned courses on museum best practice in order to support the network of UK Regimental & Corps Museums.
- c. To manage, edit and distribute the NAM's weekly e bulletin for Regimental and Corps Museums, disseminating job opportunities, network projects, NAM training programmes and useful information and contacts to the network.
- d. Working towards the development and delivery of the NAM's regional event programme, such as touring exhibitions, and encompassing project management, production, budget and logistics as required (entailing some weekend work).

- e. Convening and attending all Regimental & Corps Museum network meetings and the Annual NAM Regimental Museum Conference.
- f. Supporting and delivering mutually beneficial partnerships between the NAM and relevant international military heritage organisations, including coordinating collaborative projects in museum best practice training, historic anniversaries and other programmes.
- g. Identifying, developing and delivering, with the support of the wider NAM team as needed, activity in support of the Army's and wider MOD's International Defence engagement efforts.
- h. Identifying, developing and delivering, with the support of the wider NAM team as needed, activity in support of the Army's public engagement efforts particularly where there is a History and Heritage dimension.

## **2. Resource Management**

- a. The post has no direct line-management responsibilities but will be responsible for co-ordinating staff and contractors for training and in conjunction with the Head of Regimental Museums & International Partnerships, and liaise as appropriate with the Museum's staff, Senior Leadership Team, Trustees and Partners.
- b. Motivating, managing and training designated Museum staff, contractors and volunteers, exercising a proper duty of care over them.

## **3. Internal Relationships**

- a. The post-holder will need to work closely with all colleagues across the Museum but particularly with the Head of Regimental Museums & International Partnerships, Collections, Public Programmes, Commercial & Visitor Experience and Philanthropy.

## **4. External Relationships and Partnerships**

- a. Establishing and maintaining a wide range of partnerships including international heritage organisations, UK Regimental & Corps Museums and other venues and establishing and maintaining good relations with consultants/contractors.

## **5. Health & Safety**

- a. The post-holder must be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

**6. In addition, the post-holder is required to:**

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- c. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. Effectively manage delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team.
- d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
- e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
- f. Travel to the Museum's Outstations at Stevenage, or any other Outstations or temporary accommodation of the NAM or institutions associated with the NAM, as instructed; other UK and some foreign travel may be required. The post-holder will also be required to work off-site.
- g. The post-holder will be based at the Museum in Chelsea.
- h. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.
- i. Make presentations to the NAM Council (Trustees), the Director, Senior Leadership Team and members of staff as required.
- j. Deputise for the Head of Regimental Museums & International Partnerships, when required.

7. The appointment is permanent (subject to a six-month probationary period) and full-time, working 37 hours per week (NET), 5 days out of 7. Additional evening and weekend working may be required. The salary is £34,310pa (inclusive). The post-holder is required to give a minimum of three months' written notice in resigning.
8. The appointment will be subject to a security clearance.
9. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
10. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director  
National Army Museum

April 2024

Signature: ..... Date: .....