

## **Council of the National Army Museum**

### **Role Description and Person Specification**

#### **1. Introduction**

The National Army Museum was founded by Royal Charter in 1960 at the Royal Military Academy Sandhurst and moved to its present site on Royal Hospital Road in Chelsea in 1971. Between 2014-2017 the Museum underwent a £27million transformation project supported by the Heritage Lottery Fund. The Mission of the Museum is to tell the story of Our Army and the soldiers who have served in it since its formation in 1660. This is a continuous story of service in the Land Forces of the Crown by soldiers from over 50 nations.

The Museum attracts an average annual footfall of over 220K and a digital footfall through its public programme, social media and web-based products of over a million. We hope to build our audiences to a physical footfall of 250K by 2026/27. We aim to make all of our collections globally accessible and to become the leading authority on the history and traditions of Our Army through high quality research and exciting and inspiring public history. We are proud to be sponsored by today's Army and to support it in bringing its incredible and diverse history to the widest possible audience. We believe passionately in working with the Army, academic, heritage and service charity partners to maximise the reach and relevance of the stories we tell through our world class collection and museum.

The NAM is a Royal Chartered Body and a Registered Charity. It is also an Executive Non-Departmental Public Body (ENDPB), with the Ministry of Defence (MoD) as its Sponsor Government Department, through which it receives grant-in-aid. The NAM currently employs 90 staff members across two sites, supported by a team of volunteers, in London and its purpose-built storage facility in Stevenage. There is an annual operating budget in the region of £7.9 million.

## **Council:**

Due to the retirement on rotation of existing members, we are seeking to appoint new members to the NAM Council, the Museum's non-executive governing body, whose responsibilities are the strategic oversight of NAM and its operations. Council membership comprises up to twelve members including a Chairperson.

Council members (also Charity Trustees) play a key role in the governance of NAM and are expected to attend each meeting of Council, which normally meets four times a year. Council members will also chair or sit on at least one sub-committee of Council.

The Council recognises and actively promotes the benefits of a diverse membership and is committed to equality of opportunity.

## **Committees:**

Council - four meetings a year

Collections & Research Committee - two meetings a year

Performance, Audit and Risk Assurance Committee - three meetings a year

Enterprise Committee - three meetings a year

Appointments & People Committee - two meetings a year

Development Committee - two meetings a year

NAMDT - two meetings a year

## **2. Job Description**

The role of Council is to ensure the conformance and performance of the Public Body, ensuring compliance with its own governing documents and the law, maintaining proper financial oversight, ensuring accountability and managing risk.

All Council members, as part of their role, are required to attend an induction, and regular training with regards to Charity Law, Governance and managing public money, and to ensure that they remain up-to-date on legislative requirements.

The duties of Council are to:

- set and maintain the Mission, Vision and Values of the NAM;
- set the overall strategy;
- manage risk;
- maintain effective board performance;
- promote the NAM;
- select and support the Chief Executive;
- respect the roles of staff and volunteers.

As Charity Trustees, members of Council are required to:

- ensure all activities are for public benefit;
- comply with the provisions of the Royal Charter, by-laws, Charity Commission Guidance and all relevant legislation;
- act in the best interests of the charity at all times;
- manage resources responsibly and promote financial discipline and control;
- act with reasonable care and skill;
- ensure the charity is accountable.

### **3. Person Specification**

#### **Experience & Knowledge**

Candidates should have experience and knowledge in at least one and preferably several of the following:

- Knowledge of Central and Local Government policy environments.
- Understanding of the challenges and issues of the culture sector.
- Experience of customer facing delivery challenges.
- Previous board experience.
- Understanding of the history and heritage of the British Army and an understanding of the Army's role in the modern world.
- Specific knowledge or competence in military history; commercial and business management, corporate governance; legal; audit and risk management; financial management.
- Experience in the field of Museums or other cultural organisations.
- Knowledge of the requirements of public sector finance and operations and how they may differ from the private sector.

#### **Skills & Abilities**

##### **Essential**

- Ability to understand financial information.

- Ability to exercise independent judgement and evaluate advice.
- Ability and willingness to promote the Museum and to engage in fundraising activity.
- A strategic focus.
- Ability to constructively challenge where necessary.

## **Behaviours**

### **Essential**

- Willingness to abide by the behaviours set out in the Seven Standards of Public Life.
- High standards of personal integrity and understanding and awareness of potential conflicts of interest.

## **Additional Requirements**

### **Essential**

- Desire to see the story of the British Army and its impact on the world communicated to the widest possible audience in a way that's relevant.
- Desire to deliver high quality services to the widest possible range of users.

## **4. Terms of Office and Remuneration**

Members of Council are appointed for a three-year term, normally extended by a second three-year term to six years, and are not remunerated (reasonable expenses will be paid).

There are a minimum of four meetings a year but preparation time, service on sub-committees and other Council duties can considerably increase this time commitment.

Meetings are normally held at the Museum in Chelsea, London.

## **5. Timetable**

The closing date for all applications is Friday 6 March 2026. Interviews will be held in April 2026 at the Museum in Chelsea.

Appointments are subject to references.

## **6. Further Information**

Council:

<http://www.nam.ac.uk/about-us/council>

Annual Reports and Accounts, and Reviews:

<http://www.nam.ac.uk/about-us/reports-accounts-reviews>

For an application form, please visit [www.nam.ac.uk/council](http://www.nam.ac.uk/council) or contact Teresa Casey, Assistant Director (Resources) telephone 02078812444 or email [tcasey@nam.ac.uk](mailto:tcasey@nam.ac.uk).