

## **National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Research Development Officer**

**Post No: NAM 236**

**Reports to: Research Director**

### **Job Role**

To proactively identify, develop, and deliver external funding to support the Museum's research, fellowship, and public history programmes.

### **Job Purpose**

At the National Army Museum, we conduct and encourage outstanding research into the Army's history and heritage. Our vision is to build a vibrant and world-leading centre for scholarship inspired by our collections. To do this, we need to identify and secure external funding to support research activity, develop publications, and expand our programme of fellowships and partnerships.

### **1. Job Description**

The post-holder is responsible for the following key deliverables and outcomes:

#### **Business Development**

- (a) Proactively identify, generate and pursue opportunities for external funding.
- (b) Produce and maintain a plan for research fundraising and income generation, including public, private and third sector organisations.
- (c) Co-ordinate and complete proposals and applications for research funding and external income opportunities.
- (d) Work closely with the Research Director to develop the Museum's research agenda to respond to emerging or anticipated funding opportunities in key priority areas.
- (e) Oversee and deliver research funding bids, incorporating elements of collections, archive, conservation, programming and community engagement where relevant.

- (f) Create and maintain a research funding prospectus for sponsorship and individual giving.
- (g) Work with colleagues to deliver funding streams for research programmes from the Museum's Patrons and Members.
- (h) Act as the primary point of contact for funding agreements and contracts with external partners.

### **Relationships**

- (i) Develop and manage relationships with partners and funding bodies, nationally and internationally.
- (j) Act as the lead professional contact on behalf of the Museum with external research funding agencies, including Trusts and Foundations, through expressions of interest, grant applications, reporting and other communications.
- (k) Establish and maintain relationships with peers in the heritage and university sectors and similar professional networks, to ensure the Museum can draw on the best current practice and respond to changes in the funding landscape.
- (l) Facilitate collaborations between Museum staff and external specialists, including those in the heritage and university sectors, to develop a Museum-wide approach to funding applications.
- (m) Establish and maintain relationships with key stakeholders within the Museum's sponsor departments, including the Army and Ministry of Defence, and other government departments or public bodies, to develop proposals and secure funding for research and public history programmes.

### **Expert Advice**

- (n) Provide strategic advice to relevant colleagues and the Senior Leadership Team to ensure awareness of the funding environment, potential sources of funding and other income opportunities from public, private and third sectors, in the UK and internationally, through regular reporting and intelligence.
- (o) Provide advice to the Museum's research-active staff to ensure that collections-inspired research matches funder expectations.
- (p) Embed good practice in grant development throughout the Museum.

- (q) Ensure that all potential funding streams are fully compliant with the NAM Fundraising Policy.

### **Organisational Support**

- (r) Manage and deliver a pipeline of funding applications, from initial planning and development, to submission and reporting.
- (s) Co-ordinate the drafting of proposals to ensure conformity with the evaluation criteria of the funding sources.
- (t) Produce and oversee funding contracts, MOUs and agreements.
- (u) Ensure all reporting is completed in a timely and comprehensive fashion, including financial reporting for awarded grants.
- (v) Ensure accurate and appropriate costings for research projects, in line with those of equivalent organisations. Where the Museum is a project partner, negotiate and agree terms of collaboration.
- (w) Manage the research funding portfolio, including relevant operational budget, liaising with Museum's finance team.
- (x) Manage consultancy activities of research and curatorial staff, arranging suitable terms, setting up contracts and liaising with Finance team for invoicing.
- (y) Ensure compliance with the Data Protection Act 2018 including GDPR in relation to donations and donors.

### **2. Resource Management**

- (a) Responsible for the motivation, management and training of designated Museum staff, contractors and volunteers, exercising a proper duty of care over them.
- (b) Managing budgets and resources to achieve best value and ensure the delivery of all financial and service performance targets.

### **3. External Relationships and Partnerships**

- (a) Developing and managing relationships with current and potential donors and funding bodies, nationally and internationally.

- (b) Acting as the lead professional contact on behalf of the Museum with external research funding agencies, including Trusts and Foundations, through expressions of interest, grant applications, reporting and other communications.
- (c) Establishing and maintaining relationships with peers in the heritage and university sectors and similar professional networks, to ensure the Museum can draw on the best current practice and respond to changes in the funding landscape.
- (d) Facilitating collaborations between Museum staff and external specialists, including those in the heritage and university sectors, to develop a Museum-wide approach to funding applications.
- (e) Establishing and maintaining relationships with key stakeholders within the Museum's sponsor departments, including the Army and Ministry of Defence, and other government departments or public bodies, to develop proposals and secure funding for research and public history programmes.

#### **4. Health & Safety**

- (a) 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.

#### **5. 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) Play a full part in the generation of income as required 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 Museum's Risk Management Policy; (*Risk Management at the National Army Museum: Matrix of Risks*).
  - (e) Carry out his/her duties in accordance with the Museum's Equal Opportunities Policy.
  - (f) Travel to and work from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other Museum property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required. Travel to contractor offices may be required.
  - (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 Museum 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) Chair Museum committees, teams and working parties, as delegated by the Research Director and represent the Museum on external committees, as required.
  - (j) Support presentations to the National Army Museum Council (Trustees), the Senior Leadership Team and members of staff as requested.
- 6.** The appointment is full-time and permanent (subject to a six-month probation period) and pensionable, working 37 hours per week (net), 5 days out of 7. Occasional evening and/or weekend working will be required. The salary is £37,850pa (inclusive). The post-holder is required to give a minimum of three months' notice in resigning.
- 7.** The appointment will be subject to a security clearance.
- 8.** 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.
- 9.** The National Army Museum is a equal opportunities employer.

Justin Maciejewski, Director  
National Army Museum

January 2023

Signature: .....

Date: .....