# Job description

Post title: Museum and Archive Manager

Service area: Heritage

Grade: SO2

Reports to: Head of Heritage

Your team: Heritage

Number of supervisees: 6 staff, contractors and volunteers

## Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country– with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

‘Be Islington’ is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to ‘Be Islington’ – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering (‘CARE’).

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

* Ensuring our workforce is representative of the people we work on behalf of, our residents
* Creating equitable working environments and diverse teams
* Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
* Getting to know people and their differences
* Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
* Supporting people with long-term health conditions and/or disabilities
* Recognising the value of flexible working to support staff where possible

## Key responsibilities

**Background**

Islington Museum and Islington Local History Centre are both located on St John Street in Clerkenwell in the south of Islington. Between them, they hold over 200,000 artefacts related to the history of this north London borough. Special collections include the following: Joe Orton & Kenneth Halliwell collection, Walter Sickert archive, LGBTQ+ archive (a new collection of 4,000+ items collected as part of the NLHF-funded Islington’s Pride project) and the Sadler’s Wells Theatre archive.

Islington is well known for its radical social and political heritage, which includes the 1381 Peasants’ Revolt and the building of Finsbury Health Centre, a pioneering free, community health centre, created a decade before the NHS. We use this heritage to help improve residents’ lives and life choices. Every resident has a right to connect meaningfully with Islington’s story and to access the myriad tangible benefits granted by cultural enrichment. Heritage provides an extraordinary opportunity to build community wellbeing, create a shared but diverse local identity, and to promote lifelong learning for all.

Key target audiences for the Heritage Service include:

* Families
* Those at risk of isolation
* Those who are traditionally underrepresented in heritage organisations.

Heritage Service Strategic Aims:

Aim 1**:** to promote a shared **sense of identity and belonging**. By celebrating and commemorating the borough’s diverse histories heritage can support communities to understand differences and build strong commonalities.

Aim 2: to empower communities to understand their historic environment, engendering a sense of pride and ownership so that they can contribute to **placemaking** and re-making their local neighbourhood.

Aim 3:to harness the power of heritage in **education and lifelong learning** for all ages and demographics, working with families, children, young people, adults, residents and communities to enrich people’s lives, broaden cultural confidence and develop skills

Aim 4: to utilise Islington’s heritage to enhance the **quality of life of residents**, contributing to improved mental and physical health and well-being

Aim 5:to deliver an accessible, inclusive, and responsive service which centres **community voice** and local need in the development of all programmes, projects, and sites

**Museum and Archive Manager Role**

The main role of the Museum and Archive Manager is to lead on the continued development of Islington Museum and Islington Local History Centre by:

1. Managing the collections and operations of the services

* Manage collections’ development and care
* Have overview of the facilities management for each site
* Investigate potential TNA Archive Service Accreditation

1. Managing the Clerks’ Well, a grade I listed monument

* Develop a management plan for public access and engagement
* Seek external funding to develop the site

1. Oversee the exhibition programme

* Work in partnership to develop community engagement
* Manage community stakeholder input
* Collaborate with cultural organisations to deliver joint initiatives

The Museum has funding to redevelop its permanent gallery and the Local History Centre is being rebranded. The Museum and Archive Manager will play a key role in the implementation of these initiatives.

The post holder will manage the Museum Curator, Archivist, Assistant Archivist and Heritage Assistants. Key working relationships will be with the Heritage Learning Manager, and the Cally Clock Tower Centre team based in Caledonian Park in the west of the borough. The post holder with work closely with other members of the team, particularly the project managers.

**Duties & Responsibilities:**

* Manage the day-to-day operations of the museum, archive and the Clerks’ Well
* Manage the recruitment, development and performance of staff working in the museum and archive
* Have an overview of the acquisitions policies and care of the collections making sure they are catalogued and stored appropriately
* Work with colleagues, residents and external partners to develop new approaches to enhancing inclusive access to Islington’s heritage and collections
* Lead on developing an annual exhibitions programme of up to four exhibitions with associated public programmes, working in partnership with residents, community groups and other identified partners
* Keep up to date with current practices locally and nationally and take responsibility for own personal development and professional awareness
* Manage and monitor any devolved budgets
* Contribute to the Heritage Service strategy and service plans
* Be responsible for monitoring any identified performance indicators
* Represent Islington Council and the Heritage Service at meetings and other events as required
* Ensure the requirements of Health and Safety legislation and the Council’s relevant policies are carried out in relation to the responsibilities of the job
* At all times carry out responsibilities and duties with due regard to the Council’s Dignity for All Policy and the Data Protection Act and other legislation
* Ensure all services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users
* Achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
* Work in a corporate, co-operative and collaborative way with other Council officers

### Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

### Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## Budget responsibilities

The post holder is responsible for devolved budgets

## Work style

The post holder will be based at 245 St John Street, EC1V 4NB

## Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

### Essential criteria

#### Qualifications

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 1 | Recognised post graduate qualification in a subject related to museums or archives | Application |

#### Experience

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 2 | Experience of managing a museum, archive or similar heritage site | Application |
| 3 | Experience of managing and developing staff and volunteers | Application/Interview |
| 4 | Extensive knowledge of, and commitment to, the relevance and benefits of heritage in community development, and the awareness of current thinking around this | Application/Interview |
| 5 | Experience of designing and delivering exhibition programmes that meet the identified needs of a target audience | Application/Interview |
| 6 | Experience of collaborating and co-producing projects with partner organisations and targeted groups to produce new, creative initiatives | Application/Interview |

#### Skills

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 7 | Creative flair in managing successful projects including development, reporting, risk management, and evaluation | Application/Interview |
| 8 | Extensive research skills with the ability to evaluate and disseminate primary resources through appropriate channels | Application/Interview |
| 9 | Ability to manage effective partnerships with a range of partners and to communicate complex issues to a broad range of audiences | Application/Interview |
| 10 | Self-motivation and ability to work independently in all aspects of the role and to develop practical and realistic responses to problem solving | Application/Interview |
| 11 | Social media skills | Application/Interview |
| 12 | Able to work weekends and evenings where necessary to meet the requirements of the role | Application |

## Special requirements of the post

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 15 | This role will require you to obtain a satisfactory clearance from the Disclosure and Barring Service | Interview |

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor’s Good Work Standard, Stonewall Diversity Champion, and Time to Change.

