



Farmland Museum Manager Role Description 2025

We are seeking a passionate and organised Museum Manager to lead Denny Abbey and The Farmland Museum's operations, oversee staff and volunteers, and ensure an engaging experience for visitors.

This role involves strategic planning, site management and community engagement in pursuit of the museum's mission to:

- Enable our diverse community to engage with and enjoy the Farmland Museum's work, enabling people to gain an understanding of rural life as it was in Cambridgeshire and the Fens.
- To preserve, interpret and display collections representing rural life in Cambridgeshire and the Fens for future generations.
- To maintain a conversation about people that live, have lived and will live here.
- Ensure the museum remains a valuable community asset, integrated into the social fabric of the area, enriching the lives of those who engage with it.

The Museum Manager will deliver on the strategy committed to by the Board of Trustees through:

- Managing staff and volunteers.
- Securing the Museum's sustainability through effective financial management and income generation.
- Maintaining the museum as a thriving, independent visitor attraction and overseeing the day-to-day operations of the museum.

Hours: 20 hours per week

Contract Length: Permanent

Work Pattern: It is envisaged that hours will be worked over 2.5 days each week, but finalised when appointed. During the museum's open season (March to October) hours will be worked when the museum is open and regular attendance at weekends, bank holidays and in school holidays is required. The weekend duty manager role will be shared with the Assistant Manager (once appointed) and Apprentice Curator.

During the closed season (November to March) the work pattern is flexible.

The Museum is open to the public every Thursday to Sunday and Bank Holiday Monday from 10am to 4pm between March and October. Every Wednesday is volunteer day. During the open season, the manager would be expected to work on site at Denny Abbey and The Farmland Museum, Ely Road, Waterbeach, Cambridgeshire, CB25 9PQ, but during the closed season could work from home (or on site if appropriate or preferred).

The Assistant Manager will be appointed once the Museum Manager is in post, to allow input into the selection process.

Salary: £17,728 per annum for 20 hours per week. (FTE £32,708 for 37 hours per week)

Benefits:

- Annual leave equivalent to 5.6 weeks
- Enrolment in the workplace NEST pension scheme
- Discount in the museum shop and café
- Free parking on site
- Free admission to the museum for family members

Responsible to: Board of Trustees

Responsible for: Assistant Manager (once appointed), Apprentice Curator
Education Officer, Catering & Events Manager, Museum Assistant

Responsibilities of the role:

- Contribute to the Museum's open, inclusive and collaborative culture where everyone feels valued and supported.
- Oversee the day-to-day operations of the museum.
- Schedule the Museum's programme of work, including exhibitions, events and other opportunities.
- Manage museum income and expenditure against budget.
- Lead, motivate and manage staff including recruitment, appraisals and drawing up rotas.
- Recruit and manage volunteers.
- Mentor the museum's Apprentice Curator.
- Develop and implement, with Trustees and Staff, detailed plans to increase income generation against targets. Including site hire, group bookings, corporate sponsorship etc.
- Have oversight of all site security, facilities, maintenance and H&S requirements, ensuring these are acted upon as required.
- Ensure the Museum has an engaging digital presence and positively promote the museum using appropriate communication and marketing channels.
- Produce reports for Trustees on financial and operational matters for quarterly board meetings.

- Monitor grant funding and produce reports for funders.
- Build and maintain relationships with stakeholders, partners, and the community in pursuit of the museum's operational goals.
- Work with Trustees to ensure policies and procedures are kept up to date and meet Accreditation standards.
- Be a designated First Aider and Safeguarding Lead for the museum.

Person Specification:

Essential knowledge and experience

- Experience in managing a museum, small business or similar organisation.
- Competent at managing budgets and income.
- Experience of working with a team of people to plan and deliver a financially sustainable activity.

Abilities and aptitudes

- Proven leadership skills.
- Confident, with excellent communication skills.
- Able to motivate others and work inclusively.
- Forward thinking.
- Organisational skills and able to work independently and as part of a team.
- Keen to learn and develop your skills and abilities.
- A hands-on and can-do approach to work.
- Ability to manage multiple workstreams.
- Adaptable and able to respond to challenges and external factors that influence the workload.
- A creative thinker, someone who enjoys exploring new ways of working.

Desirable knowledge and experience

- Experience of volunteer management.
- Experience of working with a group of specialists.
- A relevant museum or business qualification.

Additional information:

- A driving licence and own transport is essential to this role.
- A DBS check will be required for this role.

How to Apply

To apply, please send a CV and cover letter outlining your suitability for the role and how you meet the person specification to Steve Archer, Chair of Trustees at chair@farmlandmuseum.org.uk

If you have any questions, would like an informal discussion about the role or a visit to the museum please contact Steve Archer Chair of Trustees at chair@farmlandmuseum.org.uk

The deadline for applications is **midnight on Monday 30th June 2025.**