



Site & Collections Lead

Candidate Information Pack

Updated January 2024



Candidate Information Pack – Site & Collections Lead

Introduction

We are looking for a proactive Site & Collections Lead to join our small team at the London Museum of Water & Steam. This role is a key part of the team, leading on the delivery of the conservation, care, maintenance and operation of our Grade 1 listed historic site and collection.

Hannah Harte
Museum Director

About the London Museum of Water & Steam

The London Museum of Water & Steam is an outstanding independent Museum based in an historic site, a Georgian water pumping station in Brentford, West London. We tell the story of a city's mission for clean water and the innovative steam pumping methods used to distribute it to millions.

The site was saved from demolition by volunteers in the 1970s. We are home to a unique collection which tells the story of water from Thames to tap, including some of the largest pumping engines in the world. The pumping station has been an important part of West London since 1838 and this continues today.

We're a Museum with ambition. We can have big impact on some of the most important issues today. We are centred on water, a critical commodity that needs our voice, and energy, and the future of energy is a current conundrum that the whole planet needs to solve. In this context, we want to broaden our historical stories, anchoring them in the present and demonstrating their relevance to the future. We make our history accessible to a wide range of people from families with small children to specialist enthusiasts and everyone in between, inviting them to join our community and share our story. Our Museum is special and we want to spread the word. We want to extend our reach, engaging with more people and more diverse groups and preserve our Museum and site for future generations.

We are still a majority volunteer organisation with over 50 volunteers and just 12 staff members who look after 24,500 visitors per year, including over 4500 primary school pupils.

The Museum is a charity and a membership organisation with an energetic and enthusiastic team of trustees leading the way.

The Team

The London Museum of Water & Steam is a small, focused team. The role reports to the Museum Director and is a senior role. The successful candidate will also work closely with the Finance & Development Lead, the Marketing & Events Officer, Front of House Officer and the Engagement & Interpretation Officer and line manages the Collections Officer, and the Cleaning Assistant.

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The Site & Collections Lead and the wider team is assisted by a team of Duty Managers and freelance team members supporting funded projects and our learning offer. The part time staff team works alongside a dedicated team of over 50 volunteers and liaises closely with our Museum Trustees.

The Museum's Collections

The Museum is home to the world's largest collection of stationary steam engines, including four rotative and five Cornish Beam engines. We also have a steam fire engine, a waterworks railway with two locomotives and an archive.

We want to look after our collections and inspire our visitors and community with their ingenuity and relevance today. We want to help people access the collections and connect them to their own lives in a way that helps to achieve positive impact for people and the planet. We want to work with our volunteers to enable the archive to be accessible and inform our interpretation and the stories we share in a deeper way. We're maintaining the running of our engines, in the most sustainable way possible so we can continue to share them with all our audiences and stakeholders.

Responsibilities

- Lead on ensuring the site and buildings deliver a first-class welcome for our visitors and communities and are well cared for and maintained.
- Lead on, deliver and maintain a site and collection wide conservation and maintenance plan.
- Managing and delivering the reactive and cyclical maintenance programmes and building conservation projects, including providing plans and timelines, life cycle costings, cleaning operations, and facilities management. This can include practical maintenance tasks and the management of the maintenance volunteers.
- Manage site maintenance and conservation budgets, including a thorough understanding of our energy usage and requirements.
- Putting together major buildings and infrastructure projects from start to finish, including application proposals, budgets, plans, timelines of work, budgets, financial accounting, evaluation and reporting.
- Ensure all services and systems e.g. electrical, gas, fire, water and mechanical, are tested and comply with current regulations and specific requirements endorsed by the SBT insurance provider and are complied with.
- Managing insurances and inspections (H&S team, insurers etc..), making sure they are scheduled appropriately, up to date and fit for purpose meeting the Museum's complex needs.
- Maintain the approved contractor compliance checklist, to ensure insurance details and other statutory requirements are met and maintained.

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- Managing the Health and Safety across the whole site, ensuring any risks are managed and compliance requirements are fulfilled and maintain records.
- Arranging required/essential H&S or operational related training and maintain records.
- Ensuring Business Continuity Plans, site handbooks and other site administration is up to date and accurate.
- Leading and working with the team of engineering Volunteers to deliver the care, maintenance, running and development of our engineering collections.
- Leading the team of gardens Volunteers to ensure our exterior space is inviting and shares the stories of the site and its history.
- Line managing the Collections Officer and the Cleaning Assistant. Ensuring performance is managed and development needs are met.
- Working with the Front of House Officer and the Cleaning Assistant to ensure the site is always excellently presented.
- Be on any on call rotas and if required, as second response to an intruder or other incident (a security company provide first line attendance in the event of an alarm activation)
- Being a key holder and responsible for opening and closing the Museum.
- Be an approved first aider. Training can be provided as required.
- Play a role in ensuring the sustainability of the Museum.
- Positively promote the London Museum of Water & Steam and our core values.
- Any other daily duties which are relevant to the role.

Team Contribution and Culture

The role is part of a small team who lead the operation and development of the Museum in association with our Volunteers and Trustees. In this respect you will be expected to:

- Work alongside and support colleagues to achieve the Museum's vision, values and objectives.
- Ensure the Museum adopts an audience-focused and socially and culturally inclusive approach to its work.
- Promote equality of opportunity in the delivery of services.
- Contribute to a positive, forward-looking, and result orientated organisational culture

Person specification

We are looking for enthusiastic and proactive person who brings with them:

- First aid at work certificate.
- IOSH/NEBOSH – Managing Safely or similar.
- SSSTS Certification (or willingness to qualify)
- Strong experience of working in buildings maintenance or operations role, preferably in a heritage organisation.
- A practical hands-on skills and approach.
- A willingness to learn and grow in the role as we learn from our communities and volunteers.

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- A willingness to try new ideas and create possibilities, remaining up to date with current museum and cultural heritage thinking.
- Experience of working and engaging with a range of stakeholders and audiences.

Personal qualities

- Outstanding communication and presentation skills.
- A love of collections and the heritage environment.
- Excellent listening skills and approachable nature.
- Responds positively to change and new challenges.
- A keen team player, happy to work and learn alongside a team.
- Excellent organisational and time management skills.
- Good humour, enthusiasm and emotional intelligence.
- The ability to represent the Museum as an ambassador.

Terms of appointment

This is a full-time permanent post: 37.5 hours a week. We are flexible and can negotiate how the hours are allocated but it will include some irregular weekend work and must be on-site.

Salary £35,000

The successful candidate will be engaged as an employee and receive a pension contribution, holiday pay and other benefits.

How to apply

To apply, please submit a **CV and covering letter** succinctly outlining your experience and skills to Hannah Harte, Museum Director, at museum@waterandsteam.org.uk. Please ensure that your covering letter fully addresses the appointment criteria in the person specification.

We are an equal opportunities employer and if you have any accessibility needs please get in touch so we can make adjustments to the recruitment process.

Closing date: 23:59 25th February 2024

Interviews will take place in the week beginning the 11th March 2024

If you have any queries on any aspect of the appointment process, need additional information, or wish to have an informal discussion, please contact: Hannah Harte, Museum Director, at Hannah.harte@waterandsteam.org.uk