



**THE REGIMENTAL MUSEUM OF THE ROYAL WELSH  
AMGUEDDFA GATRODOL Y CYMRY BRENHINOL  
23<sup>rd</sup>, 24<sup>th</sup>, 41<sup>st</sup> and 69<sup>th</sup> Foot**

**Job description and person specification**

**Deputy Museum Curator**

This new post will report to, and work alongside, the Operational Management team of the Museum. The post has been created to enable the Curator to concentrate on the future development of the Museum and its possible relocation. This capital project will be a major undertaking so it is vital that the public operation of the Museum is managed smoothly to support any planned improvements.

This is a new role within the Museum's staffing structure, and it represents an excellent opportunity for a museum professional wishing to further their career by working in a busy and often unpredictable environment. It is a permanent and full time post (37 hours per week); weekend and evening work may occasionally be required.

The Regimental Museum of The Royal Welsh exists to tell the story of the Royal Welsh regiment and its antecedent units. The latter are as follows.

- The Royal Welch Fusiliers (the 23<sup>rd</sup>).
- The South Wales Borderers (the 24<sup>th</sup>).
- The Welch Regiment (the 41<sup>st</sup>).
- The South Lincolnshires (the 69<sup>th</sup>).
- The Monmouthshire Regiment.
- The Royal Regiment of Wales.

Between them, these Regiments have considerable longevity in the British Army.

- The Royal Welch Fusiliers: 1689 – 2006.
- The South Wales Borderers: 1689 – 1969.
- The Welch Regiment: 1719 – 1969.
- The South Lincolnshires: 1758 – 1881.
- The Royal Regiment of Wales: 1969 – 2006.
- The Royal Welsh: 2006 to date.

These are the Museum's vision, mission and values.

- **VISION:** to deliver an inspiring and entertaining experience to a 21<sup>st</sup> century audience that increases their understanding of one of the finest Regiments in the British Army.

- **MISSION:** to tell the stories of the Royal Welsh and its antecedent Regiments, including that of the 1879 Anglo-Zulu War, in order to inspire and educate, foster corporate memory and help to sustain the connection between the Army and society to support the avoidance of future warfare.

## VALUES

As a Museum we:

- Are a vibrant, relevant, innovative and authoritative organisation which is viable, self-sustaining and resilient.
- Deliver a memorable and thought-provoking experience as we both inform and educate.
- Are the pre-eminent Anglo-Zulu museum.
- Represent the history of the Royal Welsh and its contribution to Welsh history.
- Champion strong relations with KwaZuluNatal for the good of humanity.

The Museum's collection contains about 33,000 objects and includes uniforms, medals and decorations, weapons, photographs, regimental silver, dioramas and an extensive archive of documents.

The Deputy Curator will report to the Curator, who in turn reports to the Museum's eight Trustees. The Museum also benefits from a very supportive Friends group; two of the Friends' committee members are also Trustees.

### **Main purposes of the post.**

1. To manage the operation of the Museum on a day-to-day basis, and to be responsible for the staff and volunteers and all interactions with the public, consistently delivering high standards of customer care.
2. This role is responsible for the overall management of visitor operations and ensuring all staff and volunteers work collaboratively and collectively to put visitors first. This also includes remote users such as those using email and on the telephone.
3. The Deputy Curator will be responsible to the Curator but will work with the Operational Management team whose experience of the management of the Museum will support and assist the post holder.

### **The post's key responsibilities.**

1. To ensure the efficient operational management of the Museum and answering the enquiries the Museum receives. Ensuring the visitor experience delivered is consistently excellent.
2. Feed into the future redevelopment of the Museum as a result of this knowledge, advising on improving and developing the future core visitor offer and maximising revenue.
3. To constantly review and develop operational procedures and policies to meet requirements and overcome problems, and improve visitor satisfaction.

4. To manage financial budgets with the aim of maximising revenue.
5. Support and assist in the continuing development of The Regimental Museum of The Royal Welsh.
6. To work at all times in accordance with the Trust's policies and procedures.
7. To work in accordance with the Health & Safety at Work Act.
8. To carry out such duties as may be required from time to time by the Trust that are appropriate to the grade of the post.

**Essential qualities.**

- Professional museum experience of any duration.
- Experience of working in a public-facing institution.
- Confidence in dealing with people, whether face-to-face (the post holder will occasionally be required to meet and greet the Museum's visitors), via email or on the telephone.
- A self-starter with energy, enthusiasm and self-motivation.
- Innovative and dynamic; someone who will complete the tasks assigned to them with minimal supervision.
- Excellent IT skills.
- Very high standards of numeracy and, particularly, literacy.
- A willingness to undertake training.

**Desirable qualities.**

- An undergraduate degree.
- Experience of staff supervision.
- Experience of working with shops or a retail environment.
- Experience of marketing, with an emphasis on social media and websites.
- The ability to communicate in Welsh.
- Experience of working with regimental museum collections.
- Access to a vehicle (there is no railway station in Brecon).

**Salary and pension.**

- The post's salary is £22,000 per annum.
- The post will be accompanied by a workplace pension, if required.

**Conditions associated with the post.**

- There will be a probationary period of three months.
- The post will be accompanied by a workplace pension, if required.
- There will be a notice period of three months.
- The post holder will be entitled to 23 days of holidays, excluding Bank Holidays.
- The post will be based at The Regimental Museum of The Royal Welsh but may be required to work at other locations within the town of Brecon. The Museum's postal address is as follows.

The Barracks  
The Watton  
Brecon  
Powys  
LD3 7EB.

- The email address is [info@royalwelsh.org.uk](mailto:info@royalwelsh.org.uk).

### **General.**

- The Regimental Museum of The Royal Welsh is registered with the Charity Commission as charity number 1145031.
- The Regimental Museum of The Royal Welsh Trust operates a policy of compliance with the law on grounds of non-discrimination on the basis of race, colour, gender, age, nationality or disabilities.
- No smoking is permitted on site.
- Prospective applicants are welcome to contact the Museum for a preliminary discussion. Please contact Richard Davies, the Museum's Curator, on (01874) 613 310.

### **Application method.**

- Applicants should apply either in writing or electronically paying close attention to how they match the essential and desirable qualities, and include a postal address, email and telephone number. CVs will not be accepted.
- Two references, at least one of which should have a professional relationship with the candidate, will be required. These will be taken up after the initial decision to appoint is made.
- The closing date is 5pm on Friday 3<sup>rd</sup> May 2019.
- Anyone not contacted by the Museum within six weeks of the closing date may assume they have been unsuccessful on this occasion.