

Council of the National Army Museum

Job Description and Person Specification

1. Introduction

In Spring 2017, a new National Army Museum (NAM) will open its doors to the public. Transformed through a £25 million project supported by the Heritage Lottery Fund, the Museum's mission is to gather, maintain and make known the story of the British Army and its role and impact in world history, and to provide a museum experience that meets the widest range of public need and connects the British public with its Army.

Our vision is to be the leading authority on the history of the British Army and a first class Museum that moves, inspires, challenges, educates and entertains.

The aim by 2022 is for NAM to have established itself as a world class Museum with national and international reach. It will seek to become the Army's primary memory bank and act as a focus for creativity, learning and debate around the subject of Britain's Army.

The NAM is a Royal Chartered Body and a Registered Charity. It is also an Executive Non-Departmental Public Body (ENDPB), with the Ministry of Defence (MoD) as its Sponsor Government Department, through which it receives grant-in-aid. The NAM has c95 staff members across two sites, supported by a team of volunteers, in London and its purpose built storage facility in Stevenage. There is an annual operating budget in the region of £6.2 million.

Council:

Due to the retirement on rotation of existing members, we are seeking to appoint a number of new members to the Council of the National Army Museum (NAM), the Museum's non-executive governing body, whose responsibilities are the strategic oversight of NAM and its operations. Council membership comprises up to 12 members including a Chairperson.

Council members (also Charity Trustees) play a key role in the governance of NAM and are expected to attend each meeting of Council, which usually meets three times a year. Council members will also chair or sit on sub-committees of Council.

The Council recognises and actively promotes the benefits of a diverse membership and is committed to equality of opportunity.

Committees:

Council
Acquisitions and Disposals
Audit and Risk Assurance
Marketing
National Army Museum Trading Limited (NAMTL)
Remuneration and Appointments

2. Job Description

The role of Council is to ensure the conformance and performance of the Public Body, ensuring compliance with its own governing documents and the law, maintaining proper financial oversight, ensuring accountability and managing risk.

All Council members, as part of their role, are required to attend an induction, and regular training with regards to Charity Law, Governance and managing public money, and to ensure that they remain up-to-date on legislative requirements.

The duties of Council are to:

- set and maintain the Mission, Vision and Values of the NAM;
- set the overall strategy and manage risk;
- maintain effective board performance;
- promote the NAM;
- select and support the Chief Executive;
- respect the roles of staff and volunteers.

As Charity Trustees, members of Council are required to:

- ensure all activities are for public benefit;
- comply with the provisions of the Royal Charter, by-laws, Charity Commission Guidance and all relevant legislation;
- act in the best interests of the charity at all times;
- manage resources responsibly and promote financial discipline and control;
- act with reasonable care and skill;
- ensure the charity is accountable.

3. Person Specification

Experience & Knowledge

Candidates should have experience and knowledge in at least one and preferably several of the following:

- Knowledge of Central and Local Government policy environments.
- Understanding of the challenges and issues of the culture sector.

- Experience of customer facing delivery challenges.
- Previous board experience.
- Understanding of the history and heritage of the British Army and an understanding of the Army's role in the modern world.
- Specific knowledge or competence in military history; commercial and business management, corporate governance; legal; audit and risk management; financial management.
- Experience in the field of Museums or other cultural organisations.
- Knowledge of the requirements of public sector finance and operations and how they may differ from the private sector.
- Experience of the application of digital technologies in information dissemination, event organisation and retail would be of particular interest.

Skills & Abilities

Essential

- Ability to understand financial information.
- Ability to exercise independent judgement and evaluate advice.
- Ability and willingness to promote the Museum and to engage in fundraising activity.
- A strategic focus.
- Ability to constructively challenge where necessary.

Behaviours

Essential

- Willingness to abide by the behaviours set out in the Seven Standards of Public Life.
- High standards of personal integrity and understanding and awareness of potential conflicts of interest.

Additional Requirements

Essential

- Desire to see the story of the British Army and its impact on the world communicated to the widest possible audience in a way that's relevant.
- Desire to deliver high quality services to the widest possible range of users.

4. Terms of Office and Remuneration

Members of Council are appointed for a three-year term, which may be renewed once, and are not remunerated (reasonable expenses will be paid).

There are a minimum of three meetings a year but preparation time, service on sub-committees and other Council duties can considerably increase this time commitment.

Meetings are normally held in London.

5. Timetable

The closing date for all applications is 5pm on Sunday 23 April 2017.

Interviews will be held week commencing 22 May 2017.

Appointment is subject to references.

6. Further Information

Council:

<http://www.nam.ac.uk/about-us/council>

Annual Reports and Accounts, and Reviews:

<http://www.nam.ac.uk/about-us/reports-accounts-reviews>

For further information and an application form, please contact Teresa Scott, Assistant Director (Human Resources) telephone 02078812444 or email tscott@nam.ac.uk.