



Ware Museum CIO

Museum Manager (22.5 hours/3 days per week)

Salary: £32,000-£36,000 pro-rata

Contract: Two years fixed term contract, possibility of extension.

Hours: 22.5 hours/3 days per week. Preferred working pattern: Monday, Tuesday and Wednesday, and one Saturday per month. Some requirement for occasional evenings (requests for flexible working will be considered).

Place of work: Ware Museum, 89 High Street, Ware, Herts SG12 9AL.

Holiday: 149 hours per annum.

Pension: This role is eligible for the auto enrolment scheme provided by NEST.

Line managers: Judi Thomson and Laura Bedford, Trustees.

Probationary period: Six months.

Notice period: Two months.

About this role

This is an exciting time to become involved with Ware Museum, which has ambitious plans to redevelop and redisplay the Museum's collections in a way which responds to the needs and interests of a wide range of audiences. The Museum Manager will play a key role to help realise this ambition alongside the Trustees.

The Museum Manager is responsible to the Trustees for the overall management of Ware Museum, working with the Trustees to achieve the overall objectives of the Museum as set out in the Forward Plan.

Ware Museum CIO

Ware Museum's mission is 'to provide a museum service that encourages everyone who visits, lives or works in Ware to be engaged by its past, present and future. We do this by enabling people to access and share the collections and heritage of Ware and the surrounding area for inspiration, learning and enjoyment'.

Founded in 1985, Ware Museum is an independent, accredited Museum which tells the story of life in the town from the Mesolithic period to the present day. The Museum is located in the

Priory Lodge, a Grade II listed building at the entrance to Ware Priory. The Museum attracts approximately 8,000 visitors per year.

The collections include archaeology, geology, local industry and social history, including significant items relating to malting industry in Ware, and the firm of Allen and Hanburys (later GSK). There are 3-4 temporary exhibitions per year, with associated events for adults and families. The Museum also runs regular town tours and welcomes school and community groups.

The Museum receives a grant from Ware Town Council, with other income generated from external funders, corporate sponsors, fees and donations from the public. Recently the Museum was successful in gaining Arts Council England [Museum Renewal funding](#).

The Trustee committee is comprised of up to twelve Trustees, including representation from Ware Town Council and the Ware Society. The Museum was entirely volunteer-run until the appointment of a Museum Manager in 2022.

For more information about Ware Museum see: <https://waremuseum.org.uk/>

Main responsibilities

Operational management

- To ensure the Museum is a welcoming, safe and secure place for staff, volunteers and visitors.
- To oversee retail operation.
- To ensure the effective management and development of the Museum within the policies and procedures agreed by the Trustees.
- To oversee building maintenance.
- To liaise with external IT contractor and ensure effectiveness of IT systems.

Audience development

- To deliver the Museum's audience development plan designed to increase visitor numbers, broadening the Museum's appeal and accessibility. This includes carrying out and analysing audience research data.
- To seek external partnerships and funding where necessary, building and maintaining relationships with key partners such as community groups, local authorities and schools.
- To plan the Museum's formal and informal learning programmes, working alongside volunteers /Trustees to develop and deliver events.
- To plan, develop and install the Museum's temporary exhibitions. This includes working with community groups, who will install their own exhibitions.
- To maintain and update the Museum's website and social media platforms (Instagram and Facebook).

Collections

- To manage and care for Ware Museum's collection with assistance of Honorary Curator.
- To supervise, support and develop the Collections Volunteer Team, with the assistance of the Honorary Curator.
- To contribute effectively to the interpretation of the collections, updating displays, increasing accessibility for visitors and achieving a high standard of collections management.
- To ensure the Museum collections are secure and that they are cared for and managed to Accreditation standards.

Staff and volunteers

- To support the management of the team of volunteer Stewards. Including helping with the rota, training, recruitment and co-ordinating cover for illness and holidays.
- To line manage temporary staff employed as part of successful funding applications.

Organisational development

- To ensure the necessary processes are in place to maintain Accredited Status for the Museum.
- To manage budgets with the Museum's Treasurer efficiently, including any ring-fenced grant funds, and lead income generation including grant applications.
- To develop and deliver externally funded programmes and projects that will support the work of the Museum.
- To contribute effectively to Board meetings, through regular reports documenting progress against agreed objectives.
- To work with the chairs (Trustees) of the four Museum sub-committees (currently, Finance, Audience Development, Collections and Volunteer) to ensure the delivery of the Museum's Forward Plan. Contributing to the preparation, running and administration.

General

- To take an active role in your own continuing professional development, identifying relevant training and professional development opportunities.
- To undertake other duties as may be reasonably required and are commensurate with the duties within this job description.

Personal Specification

Essential skills and experience

- Management of a heritage site, museum, or similar.
- Site and facilities management.
- Experience of preparing reports and grant applications.
- Experience of managing a budget.
- Project management skills.
- Experience of working with volunteers.
- Experience of developing new audiences through projects and programming.
- Strong IT and administration skills.
- Excellent interpersonal skills with ability to communicate effectively at all levels.
- Ability to work on a range of competing priorities.
- Self-motivated and able to work without direct supervision.
- A commitment to diversity and inclusion.
- Able to work evening, weekends, and Public Holidays as/if required.

Desirable skills and experience

- Understanding of Museum Accreditation.
- Experience of working with a board of Trustees.
- Experience of creating social media posts and updating website information.
- Experience of creating museum displays or exhibitions.
- Awareness of the Museum Association's Code of Ethics and other museum sector bodies and initiatives.
- Understanding and practical experience of the processes of collections management and the use collections management software.
- Staff management experience.
- Experience of business planning.

Eligibility to work in the UK

Candidates for this role must be eligible to work in the UK. We are not able to provide sponsorship for visas for this role. Please note, if you are successful in your application, we will ask to see proof of your right to work in the UK.

DBS Check

If you are successful in your application for this role, we will require you to apply for a Basic DBS check.

How to apply

a) CV and supporting statement

Please submit a CV and supporting statement.

As a guide, a CV should be no more than two sides of A4 and a supporting statement also no more than two sides of A4.

When writing your supporting statement, please ensure that it highlights how you meet the essential requirements of the personal specification. We suggest using headings from the person specification to organise the information. Where possible please give an example of how you meet each point through your past work, education or volunteering experience. We don't mind how you built your skills and experiences, but we need to see them clearly evidenced so we know whether you are suitable for the role.

You may find the [STAR tool](#) helpful to plan the examples you use in your application.

If you would prefer to submit your application in another format, we will also accept a film or audio recording of up to 15 minutes in length instead of a CV and supporting statement.

When saving these documents please include your name in the file name.

b) Equal opportunities monitoring form.

Please also submit an [equal opportunities monitoring form](#). This will not be used in consideration of your application, but the data will be anonymised and stored for up to 12 months to be used for monitoring purposes. We collect this information to help us understand the effectiveness of our recruitment processes in attracting diverse candidates.

c) Covering email.

Please attach all these documents to a covering email. In the email accompanying your application, please tell us about:

- Any notice period for your current role.
- Provide details of two referees and tell us when during the application process we can contact them.
- Adjustments you would need to attend an in-person interview at Ware Museum.

Please title your email sending your application Museum Manager role application.

d) Closing date

The closing date for applications is **4pm on Wednesday 26 November 2025**.

Please send your applications to manager@waremuseum.org.uk.

Interviews

Interviews will be held on **Monday 8 December** at Ware Museum.

We will notify successful candidates who have been selected for interview by email by the end of the day on 2 December. We will supply interview questions to candidates in advance of the interview.

Please note that if you have not heard from us by this date, you should assume that your application has been unsuccessful. Ware Museum is a small organisation and does not have the capacity to provide feedback to unsuccessful candidates prior to interview.

All candidates who are interviewed will receive feedback.

Questions

If you have any queries about the role, please contact manager@waremuseum.org.uk and one of the Trustees will get back to you.

We request no contact from recruitment agencies or job advertising websites.