



25 September 2026

Introductory Letter

Dear Candidate

Thank you for expressing an interest in the vacancy for a Project Director for Lawrence House Museum. It is important to know, before completing the application form, the funding for this role is dependent on a successful bid to the National Lottery Heritage Fund (NLHF). Whilst there is no guarantee of a successful bid, the early Expression of Interest we submitted was well-received by NLHF and the town council was encouraged to formally submit the bid. We expect information about the outcome shortly. It is also worth noting that this is an initial bid and just the first step to underpin work to secure the long-term future of the museum. Currently, the project identifies a predicted reopening in 2030.

The project:

It is an exciting heritage-led regeneration project and the role of the Project Director is to lead the initiative. The museum has a nationally important collection, which, a few years ago, was decanted from its historic home – a Grade II* Georgian townhouse, to allow for essential repairs.

The director will lead development and shape how heritage can support community wellbeing, creativity and cultural participation. Working with volunteers, specialist consultants and community partners, you'll develop a comprehensive vision for a museum that is accessible, inclusive and deeply rooted in local identity.

In addition to leadership, there will be day-to-day operational oversight such as managing current collections, volunteers and public engagement.

Some Facts:

- The museum is usually located at 9 Castle Street Launceston PL15 8BA. The building is owned by National Trust and leased to Launceston Town Council on a 99-year full repairing basis.
- There is a large team of committed and enthusiastic volunteers who are very skilled and experienced.
- The museum's usual home closed during the pandemic to allow for major refurbishment. Much of the collection was decanted to an offsite storage facility, and a temporary pop-up museum was established off the town square. This popup will continue until the collection is returned to its rightful home.
- As well as significant financial support from the town council, the museum was also successful in securing £480,000 from a bid to DLUHC. Part of this money was spent ensuring the building is now water tight and weather-secure.
- The town council is the sole trustee of the museum and is committed to its long-term future.

Recruitment Process:

- This post is a one-year fixed term appointment at 0.8 FTE and the successful candidate will be employed by Launceston Town Council. As such, the recruitment process must adhere to the council's procedures.
- Whilst this is an initial contract for one year, it is anticipated that an expected reopening in 2030 will require future staffing and possibly future employment opportunities. However, it must be stressed that this particular contract, will expire after one year's duration.

- All applicants must submit a completed job application form - attached. This may be completed electronically and emailed in or as hard copy and posted. Submission details may be found at the bottom of the application form. Applications received after the deadline will not be processed
- As part of the council's safer recruitment procedures, your work history should not contain any blank periods. Details are included in the form.
- Whilst the application form is comprehensive, you may also wish to attach a CV, but this is not a requirement. Most of the information in a CV is likely to be included in the application form. Should you include a CV, it should not replicate information included in the application form.
- Applications will be scrutinised by the selection panel and shortlisted candidates will be invited to interview.
- Depending on numbers, interviews will be held over 2 days, 9th/10th November. The day will involve some tasks including a short presentation as well as a formal interview. The attached job description and person specification outline the selection and scoring processes.
- The selection process is comprehensive because it is a key post within the council and the successful candidate will be working across the community on a high-profile project. Notwithstanding this, we will endeavor to make the interview experience as welcoming and friendly as possible.

Clearly, this is a very large project and as such, will only achieve success through teamwork. To that end, a multi-disciplinary team will be formed involving the Project Director, town and county council officers and a series of external consultants. Note, these consultants will not be employees of Launceston Town Council but engaged to undertake specific work on behalf of the project. The consultant roles will likely be as follows:

1. Audience Development Consultant
2. Collections Review Consultant
3. Business Planner Consultant
4. Design Team Consultant
5. Brief for Quantity Surveyor & Capital Project Management

An annex to this letter includes an outline of the various 'draft' role profiles but please note, these are for information only, and have still to be agreed by the LHM Steering Group. However, I thought it useful to give applicants an indication that the Project Director is not expected to undertake all of the work!

Any questions should, in the first instance, be forwarded to me but you should know that the council is currently receiving external support from Cornwall Council's museum service, historic architects and surveyors. Any questions of a technical nature, will be forwarded to the correct member of the team.

My contact email address is:

ewan@visitlaunceston.co.uk

We very much look forward to hearing from you.

Your faithfully



(Visitor and Information Manager)

Application Closing Date: Monday 19 October 2026