

Launceston Town Council

Job Description

Post:	Lawrence House Museum (LHM) Project Director
Location:	Museum store facility/other council sites within Launceston
Grade/Salary:	£30,000–£35,000 (Pro Rata/0.8 FTE)
Reporting to:	TBC
Line Management Responsibility:	No staff- but managerial responsibility for volunteers
Working Hours:	Flexible to suit the needs of the business which may include occasional weekends, evenings and remote working
Paid Holidays:	22 +2 + bank holidays (Pro Rata)

Our Aims and Values:

We expect everyone who works for Launceston Town Council (LTC), to share its values and aims and to support all residents and visitors through a range of services. Launceston Town Council is an equal-opportunities' employer and is committed to being a diverse and inclusive organisation.

Job Purpose:

The Project Director will provide strategic leadership and day-to-day management for the Launceston Museum Collection project planning phase, funded through the National Lottery Heritage Fund. This is a pivotal role that bridges strategic project development with operational management of the collection and pop-up museum during the period when Lawrence House is being prepared for the collection's return. The post-holder will lead on behalf of Launceston Town Council and the volunteers who currently manage the museum, working with the Project Steering Group to deliver a comprehensive project plan that will inform future capital funding applications. They will also ensure that the collection is properly cared for, that the pop-up museum continues to operate effectively, and that specialist consultants are supported in delivering their work.

This is a role that requires both strategic thinking and practical hands-on management – someone who can hold the vision for the museum's future whilst also ensuring that day-to-day operations run smoothly and that volunteers feel supported and valued.

Main Duties and Responsibilities:

Strategic Leadership and Project Development

- Lead the project planning phase on behalf of LTC and the museum volunteer organisation, working closely with the Project Steering Group to ensure delivery of project objectives and outcomes
- Provide strategic oversight of the four interconnected project workstreams: Collections Review, Audience Development, Business Planning, and Capital Design Development
- Be part of the commissioning, briefing and management of specialist consultants (Collections Review, Audience Development and Business Planning Consultants), ensuring they deliver to agreed timelines and quality standards
- Facilitate integration between consultant workstreams, ensuring findings are synthesised and recommendations are coherent and mutually supporting
- Attend all Project Steering Group meetings and provide regular progress reports to LTC leadership

- Coordinate with the conservation architect and design team to ensure project planning is informed by building constraints and opportunities
- Ensure all project activities align with National Lottery Heritage Fund (NLHF) requirements and contribute to demonstrable project outcomes
- Work with colleagues to maintain the comprehensive project plan, risk register and communications strategy
- Work with the Evaluation lead to prepare interim and final project reports that evidence successful delivery of project planning objectives

Collections Management and Care

- Oversee the safe transfer of the Launceston Museum Collection from current temporary storage to the new temporary storage facility, ensuring proper handling, documentation and environmental conditions
- Ensure the collection is properly cared for during the project planning phase, working with volunteers to maintain collections management standards in line with museum accreditation requirements
- Work with the Collections Review Consultant to assess collection condition, identify conservation priorities and develop a collections care strategy
- Manage relationships with specialist conservators (textiles, paintings, photographs, etc.) to address urgent conservation needs
- Ensure collection documentation in Modes is maintained and updated
- Coordinate with volunteers to retrieve and properly store items currently held in Lawrence House basement and Coach House
- Support the volunteer team in developing collections care knowledge and skills
- Develop a proposal for a collections rationalisation project which can be included in a future funding application

Pop-up Museum and Public Engagement

- Oversee the continued operation of the pop-up museum at Merchant House, High Street, ensuring it remains an engaging and accessible space for visitors, and supporting the volunteers currently delivering the exhibition programme
- Work with the Audience Development Consultant to shape pop-up programming and engagement activities that test ideas and gather visitor feedback
- Coordinate pop-up exhibitions, community heritage open days and outreach activities (e.g., school visits, community events)
- Ensure the pop-up museum operates in line with health and safety, insurance and safeguarding requirements
- Gather visitor feedback and use this to inform future museum planning
- Maintain public visibility of the museum project through the pop-up, social media and community engagement

Volunteer Leadership and Support

- Provide day-to-day leadership and support to the volunteer team, acting as a point of contact for queries, concerns and ideas

- Work with volunteers to identify skills development opportunities and support their involvement in project activities (e.g., collections review, community engagement, collection rationalisation project)
- Coordinate volunteer scheduling and ensure volunteers feel valued, supported and engaged
- Facilitate volunteer participation in decision-making where appropriate work with the Business Planning Consultant to develop a top line volunteer strategy that supports long-term organisational resilience
- Support volunteer recruitment and induction where needed

Stakeholder Engagement and Partnership

Administrative and Financial Management

- Manage the project budget with LTC Responsible Finance Officer (RFO) and ensure expenditure is tracked, documented and reported in line with LTC Financial Regulations
- Prepare timely invoices and claims for reimbursement of consultant fees and project expenses
- Maintain project documentation, including meeting minutes (if volunteer is not available), risk registers, communications and evidence of delivery
- Ensure compliance with NLHF grant conditions and reporting requirements
- Manage project communications and keep stakeholders informed of progress, milestones and any issues
- Oversee the day-to-day running of the museum popup (and storage facility), ensuring it meets the needs and expectations of residents and visitors to the town. As appropriate, introduce new technologies to support the work of the museum.
- Oversee and develop the collection management system, ensuring it adheres to SPECTRUM guidelines with particular attention to acquisitions, disposals, collection care and documentation.
- In conjunction with other town council staff, oversee H&S for both the popup and storage unit(s).
- Ensure that the day-to-day work of the museum complies with the agreed policies of the sole trustee; Launceston Town Council.
- Be the museum's main point of contact for the safeguarding of children, young people and adults at risk of harm. Liaise with the town council safeguarding lead as appropriate reporting any concerns.
- Recruit and manage the volunteer workforce to meet the needs of the museum.
- Arrange and oversee appropriate training for volunteers.
- Report to and attend meetings of the Museum Management Committee and liaise with the Chair of the committee on the day-to-day management of the museum.
- Liaise with the town council's Visitor Information Centre to attract tourists to the museum and to develop mutually beneficial income streams.
- Contribute to the town council's strategic plan.
- In conjunction with LTC colleagues, update museum policies.
- Liaise effectively with Cornwall Council's Museum Development team and other relevant museum professionals and organisations.
- Any other duties and responsibilities commensurate with the grade/salary of this post.

General Responsibilities

- Be prepared to undertake lone-working responsibilities if required
- Participate in the council's onboarding/induction process and appraisal scheme
- Contribute to the ongoing review and development of the council's policies and procedures

- Adhere to all council policies and procedures
- Ensure you understand and comply with all H & S policies and requirements
- Identify and collaborate with potential key external stakeholders
- Adhere to GDPR in respect of all data collected and maintained
- Promote Equality and Diversity and ensure full compliance with the council's policy
- Undertake any training relevant to the post

The post holder must comply with Launceston Town Council's Health and Safety policy and in particular:

- Take reasonable care for your own health and safety at work and of those who may be affected by your actions or omissions
- To undertake any appropriate health and safety and/or first aid training etc as required
- To report promptly to your manager any health and safety concerns they may have

The post holder must comply with the council's Safeguarding Policy and in particular:

- To ensure you are aware of the signs that may suggest a child or 'adult at risk' is being abused or neglected
- To report immediately, to the council's safeguarding lead, or other appropriate manager, any concerns that suggest a child or adult is at risk of harm
- To undertake any appropriate safeguarding training as required

Date Reviewed: September 2026