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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

06 November 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 that the funding for this post was possible because of a successful bid to the National Lottery Heritage Fund (NLHF). The town council is very grateful for the support from NLHF, which is allowing us to progress this exciting project.
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 operational oversight such as managing collections, volunteer leadership 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 the 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.
- 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 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.

Application Closing Date: Thursday 17th December 2026

- 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, in week commencing 11th January 2027. 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 process.
- The reason the selection process is comprehensive is this is a key post within the council. 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.

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

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