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:
There are different aspects to this role which broadly fall into 2 categories:

1. A typical role for a museum curator such as supervising volunteers, managing the collection and organising exhibitions throughout the year. As the lead professional in the organisation, you are responsible for giving clear direction as well as advice to volunteers, the LHM Management Committee and the town council.
2. As Project Director, and by liaising effectively with the LHM working party, museum volunteers and linked professionals, you will be the lead professional for the project planning phase, working in this heritage-led regeneration project, ultimately returning the collection to its historic home. Additionally, through developing a clear vision for the museum, be a key contributor in future bids to NLHF and other funders.

Main Duties and Responsibilities:

- 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 museum's work.
- Manage and develop the collection management system ensuring it adheres to the 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 single 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 and liaise with the town council safeguarding lead as appropriate.
- Recruit and manage the volunteer workforce to meet the needs of the museum.
- Arrange and oversee appropriate training for volunteers.
- Oversee the promotion of the museum both in the community and virtually, and productively liaise with various local organisations such as schools, U3A, Charles Causley Trust and other heritage organisations etc.
- With the support of the LHM working party, organise new opportunities to promote greater inclusion in museum participation.

Management, Administration and Finance

- 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.
- Manage the museum within the budget set by Launceston Town Council as well as any external funding.
- Prepare grant-funding applications to develop the project and work with partners to develop revenue streams.
- Liaise with the town council's Visitor Information Centre to attract tourists to the museum and to develop mutually beneficial income streams.
- Work with the Town Hall Office to manage finance, purchases, security and maintenance of the museum.
- Contribute to the town council's strategic plan.
- Manage the accreditation renewal process and maintain the accreditation standard.
- 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 Health & Safety 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 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

Job Title: LHM Project Director
Person Specification prepared by: Ewan Murray supported by Annie Lucas - Museum Development Officer
Date prepared: September 2026
How identified: A = Application Form I = Interview, T = Interview Tasks,
Weighting: (In brackets) x 1 = desirable, x 2 = important, x 3 = most important

Only the criteria listed below will be used for selection purposes.

Attributes	Essential	Desirable -all weighted at 1	Score
Relevant Experience	• Project management experience (2 - A) • Collections and conservation knowledge (3 - A) • Stakeholder engagement and relationship-building skills (3 - A) • Volunteer management and community engagement (A - 2)	• Working in town council and or local authority context (A)	
Education & Training	• Good basic education standard, at least to Level 3 or similar (2 - A)	• Other relevant qualifications (A)	
Special knowledge & skills	• Secure IT Skills (3 – A/T) • Ability to develop a vision (3 – A/T) • Excellent written and verbal communication skills (3 -A/I)	• Confident in social media (A)	
Any additional factors	• Understanding of Launceston Museum context (1 - AI) • Excellent inter-personal skills and ability to fit in well into the existing team structure. (3 – IT)		

Selection Process and Scoring Outcomes

Selection Process:

This falls into 3 scored categories which combine into an overall score. The include:

- The Application Form
- A formal Interview
- Interview Day Tasks, the nature of which will be explained to shortlisted candidates

Scoring Outcomes:

0-3	**Unsatisfactory Response:** limited or no relevant experience. Applicant would have difficulty undertaking the work successfully
4	**Fair Response:** Applicant be able to undertake the work at a low level
5-6	**Acceptable Response:** Applicant would be able to undertake the work at an acceptable level
7-8	**Good Response:** Applicant would be able to undertake the work to a good standard
9-10	**Excellent Response:** Applicant's experience and skill set exceeds expectations
Initial scoring will consider essential criteria and weighting. In the event of a tie, desirable attributes will be considered.	