



Quaker Tapestry Ltd

The Quaker Tapestry is an educational charity based at the Friends Meeting House in Stramongate, Kendal, Cumbria. It displays a collection of embroidered hangings depicting Quaker history and concerns and promotes arts and craft skills.

At present the General Manager is the only full-time member of staff and has been in post since the Tapestry moved to Kendal in 1994. In this time, she has developed the venue into a vibrant accredited museum. At present she leads a devoted and hardworking group of six part time employees and a number of voluntary assistants. The Trustees are looking for the right person to take the museum forward into the future when the present manager retires. This is imminent. The ability to create within the team a vision that museums change lives is essential. Please look at our website and view the virtual tour to experience what the museum has to offer: www.quaker-tapestry.co.uk The stories behind the stitches vibrate with Quaker values. Many of the original Friends who made the panels see the tapestry as a celebration of Quaker insights.

The successful applicant will be responsible for all staff, paid and voluntary, and will report to the Board of Trustees through its Clerk. Within the working hours weekend and occasional evening work are required. The ability to travel is essential.

General Manager Job outline

Responsible to the board of trustees

Key tasks and main duties.

1. Strategic Business Development

- Working with the Board of Trustees, define and agree clear, ambitious but sustainable plans and targets and promote these throughout the charity.
- Build partnerships and develop network links with key contacts including with public and voluntary sector organisations, communities, funders and private agencies.
- Explore and develop new opportunities which are consistent with the aims and objectives of the charity.

2. Business planning and financial management.

Working with the Trustee-appointed Planning & Finance sub-committee:

- Regularly monitor, oversee and manage day to day financial matters.
- Prepare budgets including forward projections of staff and other costs.
- Identify opportunities for raising funds externally and prepare, or oversee the preparation of, grant applications.

3. Management of staff and general administration

Working with the Trustee-appointed General Purposes sub-committee:

- Ensure all staff, including volunteers, are recruited, trained, supervised and supported.
- Implement the appraisal system on an annual basis.

- Report regularly to the trustees including sub-committees.
- Keep up to date with current standards and best practice by maintaining links locally, regionally, nationally and internationally.
- Regularly review and update policies.
- Ensure that Charity Commission and Registered Company requirements are met, submitting information as necessary.

4. Management of exhibition and ancillary aspects

- Devise and implement engaging and exciting cost-effective exhibitions.
- Evaluate user feedback and responses and develop changes accordingly to provide the highest level of visitor satisfaction.
- Create and develop new temporary and permanent displays onsite and in a programme of exhibitions offsite.

5. Marketing and promotion

- Develop and expand the marketing of the museum including its website and social media.
- Collect relevant data and visitor feedback to enable future planning.
- Actively promote group visits.
- Liaise with the cafe operators to ensure they are providing an excellent service to visitors and room hire customers.
- Oversee the development of the shop and online sales.

6. Educational aspects

- Encourage school visits, partnerships with schools and other groups to extend partnership working and outreach.
- Prepare, organise, evaluate and promote Tapestry workshops.
- Develop additional educational activities and workshops.
- Identify audiences, connect and develop possible partnerships, joint bids etc.

7. Museum collection and standards

- To be responsible for the care, safety, protection, storage, cataloguing and conservation of the museum collection in line with SPECTRUM procedures and ACE accreditation.
- Maintain and carry out a schedule of activities to preserve the collection and associated artefacts and records.
- Develop the use of the collection in a variety of creative ways.
- Ensure accreditation is maintained.

8. Membership and volunteering

- Expand and promote the Quaker Tapestry membership scheme. Ensure records are maintained and newsletters produced.
- Develop volunteering opportunities to assist the work of the organisation.

9. Premises Responsibilities

- Overall responsibility for the security of the building. This includes availability for alarm call outs.
- Co-ordinate routine maintenance. (This includes the cafe premises and the flat used for Airbnb and visiting volunteers.)
- Expand and grow room-hire activities.
- Conduct periodic health and safety inspections identifying any actions required.
- Review and update the emergency plan and implement if necessary.
- Ensure liaison with representatives of local and regional Quaker Meetings on matters affecting the premises.

In addition to the duties listed here, the post holder is required to perform other duties that are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills and abilities.

Salary: £34-36,000

PERSON SPECIFICATION

You will have experience, energy and enthusiasm to lead the development of the Quaker Tapestry Museum and associated activities. You will have an interest in and appreciation of Quaker history and concerns.

Essential Experience/ Knowledge

- Management in a museum/heritage visitor attraction setting or in a comparable environment
- Experience of effective recruiting, training, managing and motivating staff and volunteers
- Business planning including the development of new activities, projects and events and related funding strategies
- Imaginative planning, organisation and delivery of publicity
- Effective monitoring and reporting management and other information to a Board, colleagues, volunteers or others.
- Financial management including budget development and regular reporting.

- Maintaining effective working relationships with a Board or management committee and related sub-groups.
- Understanding of premises management issues

Also desirable:

- Specific knowledge or experience of relevant arts and crafts skills
- Involvement in a quality-mark or accreditation process
- Associated retail or educational experience.
- Involvement in the submission of grant or other funding applications or delivering other fund-raising initiatives

Essential Skills & Abilities

- Degree or equivalent in a related subject or demonstrable extensive experience gained in a similar role. A post-graduate qualification in museum studies and/or management would be desirable.
- Excellent organisational skills including the ability to manage and monitor a range of diverse tasks, prioritise and problem-solve.
- Ability to lead and work effectively with teams and committees.
- Ability to promote and deliver excellent customer services, including for a diverse range of needs.
- Effective networking with members, partners, external organisations and others
- Excellent written, numeracy, presentation, and communication skills
- Ability to use information technology including Office software, e-mail, social media, and internet
- Flexibility to work at weekends and evenings, and additional hours, sometimes at short notice, and capacity to travel for meetings, exhibitions etc.

The appointment will be subject to receipt of satisfactory references (taken up after interview) and to any other relevant checks.

Please return applications to:

- by email (preferred) with 'QT-GM-(*your initials*)' in the subject header to info@quaker-tapestry.co.uk
- or by hand or post addressed to:

David Ditcham, Chair of Trustees

Quaker Tapestry Museum, Friends Meeting House, Stramongate, Kendal, Cumbria LA9 4BH 01539 722975

Applications must arrive by 2pm on Monday 11 October 2021

Interviews will be held on Friday 22 October 2021