



Lowewood Museum

Recruitment Pack

Museum Project Manager

Welcome from The Chairman

Thank you for your interest in the post of Museum Project Manager. This recruitment pack provides you with a brief introduction to the *Your Heritage, Your Museum* project and the Lowewood Museum.

Building on Lowewood Museum's established reputation we aim to become a vibrant centre of cultural activity within the Borough and develop our activities to reach out to new audiences and engaging local communities to discover their past history. We have been awarded a National Lottery Heritage Fund (NLHF) grant towards our *Your Heritage, Your Museum* project that will enable us to fulfill our ambitions through a programme of events and activities over the next three years.

We are seeking to appoint a Museum Project Manager to develop and manage the project with support from a part time post of a Community Engagement Officer. Both posts are funded as part of the NLHF project.

I hope after reading the attached recruitment pack you will be interested in submitting an application for this post. If you would like to have an informal chat or to visit us before applying please contact me on: office@lowewoodmuseum.org.uk

I look forward to hearing from you.

David Dent
Chairman

RECRUITMENT PACK

Lowewood Museum

Lowewood Museum is located in a Grade 11 listed Georgian building within Hoddesdon, south of the town centre on the Old Cambridge Road. The Museum has important geology, archaeology and social history collections and a substantial photographic archive. It also has a collection of paintings by James Ward and a small costume collection. It is Accredited under the Arts Council's Museums Accreditation Scheme.

From 2012 Lowewood Museum was managed under a service level agreement by Epping Forest District Museum. Their decision to withdraw from the SLA led Broxbourne Council to review the museum's governance arrangements. Following a local campaign to protect the Museum, the Council agreed to look at working with community partners to set it up as an independent trust. This has now been completed and the Lowewood Museum Trust was registered with the Charity Commission in January 2021 as a Charitable Incorporated Trust (CIO). We have nine Trustees, including two Trustees nominated by the Council.

Broxbourne Council has agreed to support the Museum through an annual grant towards its work, and will continue to be responsible for external maintenance of the building. Both the Museums Development Officer for Hertfordshire and the regional museums development agency (SHARE Museums East) provide invaluable advice and support.

Your Heritage, Your Museum

This project focuses on local heritage across the Borough, positioning the Museum as a community, cultural and heritage hub through a three year programme of outreach activity that aims to engage the diverse range of communities from Waltham Cross in the south to Hoddesdon at the northern end of the Borough discovering and celebrating their local heritage. It will be taken forward through development of a series of locally generated exhibitions and pop up events, virtual trails, way marking for example, from which we aim to recruit a team of 'Community Curators' to redefine the Museum galleries to tell local stories, past and present as a dynamic offering, replacing the dated static displays, with greater relevancy to today.

The project outcomes are:

1. To re-position Lowewood Museum, following a prolonged closure, as a community 'owned' Museum.
2. To develop Lowewood Museum to host community, cultural and heritage activities delivered by both the Trust and by local partners .e.g working with NHS social prescribers to deliver dementia cafes and provide exhibition space for local artists.
3. To engage local communities within the Borough in discovering their heritage, particularly marginalised younger people and socially isolated adults who have not traditionally used the museum.
4. To support high street regeneration through occupancy of vacant shops with pop up displays and events.

The genesis here was a major consultative event held in late 2020 with local groups and stakeholders that identified a need for the Museum to become a proactive force in community regeneration, working in partnership with local organisations across the Borough.

This is a new beginning for Lowewood Museum with the active support of Broxbourne Borough Council and a newly established Trust Board that is keen to forge a new direction for the Museum.

An important additional outcome will be building organisational resilience through both the recruitment and development of volunteer teams and financial resilience through increased hirings and sponsorship.

It has the active support from the Hertfordshire Museum Development Officer and SHARE. This is a transformational project and potential exemplar to other museums.

We envisage the programme starting in early 2022 with completion within three years.

Museum Project Manager

This is a full time post and is being offered on a fixed term contract for three years, funded by NLHF, and local partners through the *Your Heritage, Your Museum* project. The Museum Project Manager will be responsible for managing the project, reporting to the Client Project Group, ensuring the key outcomes agreed with NLHF are successfully delivered. The postholder will be based at Lowewood Museum, together with the Community Engagement Officer, who will have a pivotal role in implementing and delivering community outreach activity across the Borough that enables people to explore and celebrate their heritage. The Community Engagement Officer will report to the Museum Project Manager.

A job description and person specification accompanies this document.

How to apply

You are invited to apply in confidence by submitting your CV setting out your career history, responsibilities and achievements relevant to the post, together with a brief covering letter stating the skills and experience you have that will enable you to fulfill the role and successfully manage the project.

Please also provide contact details of **two referees** together with a brief statement of the capacity in which they have known you.

Recruitment process and timetable

Please return your completed application by 12 noon on **Wednesday 10 November 2021** addressed to David Dent, Chair of the Lowewood Museum Trust: office@lowewoodmuseum.org.uk

Interviews will be held at Lowewood Museum in the week commencing **22 November 2021**

Please visit our website: www.lowewoodmuseum.com.

We will acknowledge receipt of your application. Shortlisted applicants will be invited to an interview by Zoom or in person with the Selection Panel.

