



About St Barbe Museum + Art Gallery

St Barbe Museum + Art Gallery is an independent charity with permanent and temporary exhibitions, a research archive, gift shop and café, located at the heart of the historic market town of Lymington in the New Forest. The Museum preserves and shares the objects, images and stories of the New Forest coast to inspire and deepen our audience's understanding of their own cultural identity and sense of place. The Art Gallery develops unique exhibitions, borrowing work from the V&A, Tate, the British Museum and other national organisations, attracting local and national visitors. Supported by the Arts Council England's National Portfolio Organisation Funding, we have a track record of success in delivering projects that have a positive impact on our communities.

We are looking for a **Development, Fundraising and Communications role** and we are seeking someone with tenacity, drive and imagination who will develop our ambitious fundraising programme. This is an exciting opportunity to play a pivotal role in shaping the future of St Barbe.

We are committed to promoting equity, inclusion and diversity and a culture that actively values difference. We aim to be inclusive, valuing diversity, developing the ability to recruit and retain a diverse workforce that reflects the communities we serve.

Company Name	St Barbe Museum + Art Gallery	Address	New Street, Lymington, SO41 9BH
No of employees	8		
Website	St Barbe Museum & Art Gallery (stbarbe-museum.org.uk)		
Contact Name	Maria Ragan	Contact Number	01590 676969
Contact Email	Maria.ragan@stbarbe-museum.org.uk		
Start Date	April/May 2024	Hours Per Week	37.5 (5 days per week) Full-time Possible flexibility
Contract	Permanent	Salary	£28-31,000 dependant on experience

Annual Leave	28 Days		
Position Title	Development, Fundraising and Communications role		
Job Description			
<p>We are looking for an experienced development, fundraising and communications professional to work with the highly professional team at St Barbe to develop and deliver our ambitious fundraising programme.</p> <p>Over the last few years, the Museum has cultivated an exciting range of impactful and groundbreaking community and outreach programmes.</p> <p>St Barbe Museum + Art Gallery has a permanent gallery with a large and diverse programme of exhibitions ranging from major international artists to exciting contemporary art and design.</p> <p>The Museum is very busy throughout the year and the successful applicant will be expected to be involved in all areas of activity including some evening and weekend work.</p>			
Key Responsibilities			
Development, Fundraising and Communications			
<ul style="list-style-type: none">Assist the Director in developing, assessing and agreeing fundraising objectives for St Barbe. Create a Fundraising strategy and contribute towards our communications policy to inform and guide day to day activity and allocation of resourcesGrow relationships with Trusts, Foundations and other funding organisations and develop a timetable of funding applications to ensure maximum opportunitiesWrite, submit and manage grant applications. Completing the reporting process for those grants and helping the team make sure the projects are on track and on budgetSupport the volunteer Friend’s membership team and develop the CRM databaseSupport the Trustees in providing bespoke stewardship of donors, patrons and other supporters through tailored communicationsSupport programming at the planning and development stage to maximise fundraising and marketing potentialSupport the Marketing Officer to ensure the research and implementation of promotional opportunities for the Museum and work directly with printers/designers to produce and distribute promotional media in a targeted, timely and cost effective mannerAssist the Director in developing the Museum’s brand and effectively control branding of all media, issuing guidelines for staff volunteers and trustees as requiredEvaluate and report on communications campaigns for exhibitions, events and other initiatives to the Trustee BoardManage digital marketing activities through the website, including regular e-newsletters and social media postsAny other duties reasonably requested by the Director associated with the duties listed above			

Person Specification	
Essential Criteria	Desirable Criteria
Knowledge <ul style="list-style-type: none"> • Educated to degree level or equivalent • Knowledge of working within a museum arts or charity organisation 	<ul style="list-style-type: none"> • Knowledge and experience of applying for ACE, NHLF and Trust and Foundation funding • Knowledge of contemporary communication trends • Knowledge of the publishing process
Skills <p>Highly developed communication and interpersonal skills; persuasive with both internal and external stakeholders, experience of supporting, motivating and developing small teams.</p> <p>Ability to communicate with a variety of audiences, both formally and informally</p> <ul style="list-style-type: none"> • The ability to plan strategically • Ability to use initiative and generate marketing/PR ideas • Ability to work as part of a team and independently • Flexibility to work with staff, volunteers, trustees and stakeholders • Excellent social skills and cultural understanding • Highly computer literate in Microsoft Office packages and social media platforms 	<ul style="list-style-type: none"> • Working with diverse audiences • Website administration and database management
Experience <ul style="list-style-type: none"> • Minimum 2 years working in museums, arts or charities in a fundraising, development and marketing capacity • Demonstrable experience of developing and delivering an income generation strategy and creating development plans across a range of revenue schemes 	<ul style="list-style-type: none"> • Experience of successful partnership working • Experience of preparing reports and presentations for trustees and outside organisations • Full, clean driving license • Member of the Institute of Fundraising

<ul style="list-style-type: none"> • Experience of raising both philanthropic and commercial income in a comparable organisation. • The ability to identify and work with colleagues, Trustees and volunteers in the cultivation of prospective donors and the solicitation of major gifts. • Strong understanding of all facets of media to develop marketing and communication strategies 	
Personal Qualities	
<ul style="list-style-type: none"> • High standards of professional ethics and integrity • Flexible and adaptable • Happy to assist in events which may require evening and occasional weekend work • An understanding of Equality, Diversity and Inclusion as it relates to the role and museums more widely 	
Additional Information	
<p>We will be operating a dynamic recruitment process and will interview candidates when we receive an interesting application. We may appoint a successful candidate before the final closing date. We therefore recommend that candidates send in their applications as soon as possible.</p> <p>There is some flexibility within this role so when completing your application please include in your supporting statement which days you would like to work if you have a preference. Other flexible working arrangements may be considered. There may be occasional evening and weekend work. The Museum is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills. We value the benefits that a diverse workforce brings to a Museum.</p> <p>We welcome questions and conversations at interview stage and how flexible working could work for you.</p> <p>We strongly advise that you contact maria.ragan@stbarbe-museum.org.uk to discuss this position prior to applying.</p>	
How to Apply	
Apply with full CV and Covering letter to:	Apply with an up-to-date CV and a covering letter discussing your context for applying and why you would excel in the position. Please email: Maria.ragan@sbarbe-museum.org.uk

Important Information	We will be operating a dynamic recruitment process and will interview candidates when we receive an appropriate application. We may appoint a successful candidate before the final closing date. We therefore recommend that candidates send in their applications as soon as possible.
Closing Date:	12 Noon Monday 8 April 2024. Please note the post may be appointed before the closing date, see Additional Information
Phone number to discuss the job:	Maria Ragan - 01590 676969
Interviews:	Please see Additional Information