



Job Description

Job Title:	Aircraft Engineering Apprentice
Reporting to:	Carole Turner
Direct reports:	No direct reports
Grade:	Apprenticeships
Team:	Michael Beetham Conservation Centre
Group:	Content and Programmes

ABOUT THE RAF MUSEUM

The Royal Air Force Museum is a national museum, a Government non-departmental public body (NDPB) and a registered charity, with two sister sites at London and Cosford. RAF Museum Enterprises Ltd is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force - past, present and future, using the stories of its people and our collections, to engage, entertain, inspire and encourage learning. Our overall vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Connecting with communities and partners
- Inspiring our people within a dynamic, diverse and collaborative culture
- Fit for the future with brilliant basics
- Embedding an entrepreneurial, agile and sustainable approach

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire

current and future generations.

The Content and Programmes Group comprises, Collections, Collections Services, Exhibitions and Interpretation, Access and Learning, and Major Programmes. We develop, fundraise for and deliver creative programmes and resources designed to engage and inspire everyone with our collection and RAF stories wherever they are in the world.

Purpose of the Job

The Aircraft Engineering Apprenticeship sits within our Conservation Centre, and supports the wider operations of the conservation team.

Key Role Responsibilities

- Work from engineering drawings, patterns, and sketches to manufacture, repair or modify aircraft components from various metals.
- Select and prepare metals for manufacture.
- Mark out, cut and shape metals using traditional metalworking hand tools, portable power tools and fixed machines.
- Fit parts you have manufactured together to form sections of aircraft structure using a wide variety of joining techniques.
- Carry out scheduled maintenance checks on the aircraft collection using the Historic Maintenance Schedule (or) approves specific schedules (or) equivalent, approved documentation.
- Undertake inspections, fault diagnosis and associated rectification.
- Carry out aircraft movements, lifting or jacking using current approved techniques and/or signals.
- Carry out aircraft surveys within the collection or at remote locations as required or directed; produce reports on the findings arising from the surveys.
- Accurately complete the Aircraft History Maintenance log at the end of each task; to photograph those tasks where it is deemed necessary to do so and to cross-refer or hyper-link those photographs to the recorded tasks.
- Work in accordance with Health and Safety practices.

Additional General Responsibilities

Relationships

- Ensure effective communication with all stakeholders, both internally and externally.
- Work closely with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.
- Cultivate external relationships to identify potential new partners.
- Build and maintain partnerships with relevant external contacts and stakeholders.
- Champion volunteering across the Museum.

Budgets and Resources

- Work to reduce operational costs and maximise resources whilst maintaining standards of products and services.

Policies and Procedures

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including GDPR, Health and Safety and Safeguarding policies and procedures.
- Professionally challenge procedures that do not add value to the Museum.

Personal Responsibilities

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.

General Consideration

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.
- You will be expected to travel to other sites, as and when the role requires it, including outside the UK.

Person Specification:

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

COMPETENCY	DETAILS
Essential technical competencies	• Grade 4 or above in GCSE Maths and English.
Communication & Engaging People	• Is respectful to others and is considerate of the views and thoughts of colleagues and visitors. • Positively engages with colleagues and visitors, sharing your relevant information and knowledge, as and when required. • Always acts in the best interests of the Museum, being mindful of safeguarding the Museum's reputation.
Decision Making & Problem Solving	• Asks questions if required, to ensure understanding, before making decisions. • Follows procedures when problem solving and decision making, referring to others as necessary. • Understands the purpose of policy and where to find policy documents for reference.
Delivering Results	• Follows direction as appropriate and demonstrates the ability and willingness to change activities as required. • Ensures effective use of Museum resources. • If unsure, asks appropriate questions to ensure clarity and understanding of what is required.
Change, Adaptability & Flexibility	• Responds positively and effectively to changing situations. • Willing to vary activities and adapt work schedule, as appropriate, to respond to changing priorities. • Confidently shares learning with colleagues.
Professional Excellence	• Displays an ongoing willingness to learn, both on-the-job and through college training. • Continues to grow professionally, and develop the right skills, knowledge and experience throughout the apprenticeship.
Strategy & Leadership	• Understands the Museum's purpose, vision and strategic objectives, and how their own role supports them. • Takes responsibility for own behaviour and actions.

The following are desirable:

COMPETENCY	DETAILS
Additional technical competencies	• Interest in historic aircraft

Date modified:

Created by:

Approved by: