

Job Description

Job Title:	Collections Care and Conservation Supervisor
Reporting to:	Collections Care and Conservation Manager
Direct reports:	Volunteers (up to eight half-day shifts per day with a maximum of four at any one time)
Grade:	Technical and/or Team Supervisory
Team:	Collections Services
Group:	Content and Programmes
Location:	This position will be located at Stafford until completion of the Stafford Move Project, when it will move to the Museum's Midlands (Cosford) site.

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.

Inspiring Everyone: RAF Museum Midlands Development Programme

More information about the overall programme can be found at:

<https://www.rafmuseum.org.uk/support-us/introducing-the-raf-midlands-programme/>

A major strand of the project will be to develop and deliver a programme of activities to prepare and move our stored 3D collection of around 65,000 objects from its current location at MOD Stafford and on the RAF Cosford Station to a new-build facility at our Midlands site.

This programme will engage with volunteers from a wide range of backgrounds bringing different skills and experience to the team in roles such as collections information development, hazard identification, surface cleaning, photography, barcoding and packing.

Purpose of the Job

- To support the Collections Storage Manager in the development and delivery of the stored collection relocation project.
- To support the identification, planning and delivery of conservation tasks including the management of volunteers.

Key Role Responsibilities

- You will be responsible for training, leading and managing an ever-changing team of volunteers in undertaking collections care and conservation activities on over 50,000 items from the nationally important RAF Museum collection.
- Activities ideally follow on from Hazard Flagging and Barcode Labelling activities conducted by other staff and are focused on:
 - CCC Supervisor 1: Condition Flagging
 - CCC Supervisor 2: Cleaning
 - CCC Supervisor 3: Packing
- You will also carry out general conservation tasks as needed e.g. emergency interventive treatments, OCRs, IPM and other preventative measures.
- Administration and use of databases and volunteer system, supporting management in planning for and delivering object relocation to a new-build Collections Hub on our Midlands site.

- Recruiting, onboarding, training and supervising volunteers in tasks such as, object handling, hazard recognition, preservation condition assessment, weighing, measuring, surface cleaning, packing, bar-coding, updating collections information on our database.
- Working as part of a cross-departmental team to manage, develop and maintain the Museum's computer-based collection management system.
- Ensuring that Control of Substances Hazardous to Health (COSHH, including radiation, asbestos and polychlorinated biphenyls) is maintained and recorded at all times, informing the relevant authorities to ensure the mitigation of risk is dealt with in a safe and timely manner.
- Acting as a First Aider, as required.
- You will work alongside other staff on move preparation to ensure the smooth progress of the wider workstreams and workflows.
- You will load and unload material at either end of the relocation journey.

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 role involves the physical handling of objects and research.
- 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. Travel to the Midlands Museum site will be a regular requirement.

Person Specification:

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

COMPETENCY	DETAILS
Essential technical competencies	• A relevant degree in conservation or equivalent conservation or collections care experience. • Practical experience of museum collections care, conservation, documentation and collections management. • Experience in working with and supervising volunteers. • Experience in the use of Collections Management systems, including databases. • Excellent IT skills, including MS Word and Excel. • Experience in handling a wide variety of object types and in moving, packing and transporting museum objects. • Demonstrable ability to plan own work and report on progress. • Current certification to operate a forklift truck or a willingness to undertake the training and certification.
Communication & Engaging People	• Displays enthusiasm around activities, adopting a positive approach when interacting with others, and motivating team members. • Listens to, understands, respects and accepts different views, ideas and ways of working. • Expresses ideas and provides feedback in a timely and effective manner and with sensitivity and respect to others. • Seeks effective ways of working with colleagues, team members and other stakeholders, sharing information, knowledge and experience.
Decision Making & Problem Solving	• Uses experience and knowledge of standard practices, procedures or customs to evaluate problems and make appropriate decisions/provide appropriate advice. • Is able to deal with unfamiliar situations or issues in an effective manner, understanding when a situation requires reference to a relevant individual. • Takes initiative to suggest improvement ideas, sharing with the appropriate people in a constructive manner. • Takes ownership of problems in their own area of responsibility.
Delivering Results	• Is able to organise own activities to deliver to expected standards and targets. • Shows determination to meet own objectives and priorities and supports team members in doing the same. • Considers and pre-empts situations that may require changes to own priorities and plans accordingly. • Remains positive and focused on achieving outcomes, despite

	setbacks.
Change, Adaptability & Flexibility	• Is receptive and/or pro-actively identifies and contributes to new ideas and approaches and adapts accordingly. • Has the ability to handle conflicting priorities. • Ensures own uncertainties around any proposed changes are promptly and constructively raised with the appropriate people/person. • Demonstrates an understanding of the need for change and adapts activities and approaches to successfully support the change.
Professional Excellence	• Demonstrates the appropriate level of technical and/or professional knowledge to fulfil the requirements of the role. • Demonstrates pro-activity in seeking opportunities to develop skills, knowledge and experience within own area. • Shows a willingness to take on new opportunities and activities to expand experience, skills and expertise.
Strategy and Leadership	• Understands the Museum's purpose, vision and strategic objectives, and how their own role, their team and other teams within the Museum, supports their achievement. • Positively influences and motivates others, building trust and co-operation within and between teams.

The following are **desirable**:

COMPETENCY	DETAILS
Additional competencies	• Knowledge of hazardous materials and the processes necessary to manage them within a heritage setting. • A current driving licence and a willingness to drive hire vehicles to support Museum activities. • Experience of managing volunteers.

Date created: 09/07/2026 Created by: Amy Seadon Approved by: Kam Sandhu-Patel