

Job Description

Job Title:	Assistant Registrar
Reporting to:	Museum Registrar
Direct reports:	No direct reports, but will be expected to work with volunteers, as and when required.
Grade:	Technical and/or Team Supervisory
Team:	Collections Services
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

Underpinning everything that we do, the Museum has three overarching commitments that inform our insight, business planning and strategy development, these are our:

- **Equity, Diversity and Inclusion Commitment** – we believe that everyone has the right to live without fear or prejudice regardless of race, age, gender, disability, sexual orientation, social class, religion and belief. We aim to embed a supportive and open culture which is inclusive, positive and fair to all, develop flexible opportunities to encourage engagement with the Museum onsite, offsite and online and celebrate differences.
- **Sustainability Commitment** - we are in a climate emergency, and we are committed to addressing this crisis through our operation and with our audiences. We will operate in an environmentally sustainable way, applying the principles of sustainable development for the benefit of current and future generations, both locally and globally.
- **Health & Wellbeing Commitment** – we are committed to creating an environment where health and wellbeing are actively promoted, where people feel engaged and valued for their contribution. We aim to create a health promoting workplace where people can be themselves, feel their best and perform at their best, so we can deliver an exceptional experience for our visitors.

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, Digital Experience, Exhibitions and Interpretation, Access and Learning, Development, 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

To contribute towards administering the legal and logistical aspects of collections management for outward and inward loans, the maintenance of the Accessions Register and coordinating regular auditing checks.

Key Role Responsibilities

- Support in the development and maintenance of Collection policies, procedures, and standards.
- Ensure that full, proper, and legal documentation of all Museum transactions concerning Collection material is implemented in accordance with Museum policy and procedure.
- Assist in the administration and monitoring of the documentation, handling, and transportation of objects in support of curatorial activities.
- Provide advice, support and training for Museum staff and volunteers on the application of Collections Management in the Museum.
- Act as courier, both virtually and in person, when assigned, for the transportation of objects nationally and internationally.
- Keep abreast of changes in government legislation and museum standards relating to Collections Management, examining current practice in other institutions, and engaging with mutual interest groups.
- Support the wider team in aiding the successful delivery of collections related activities such as exhibitions, touring exhibitions, and public events.

Loans

- Support with the maintenance and administration of the inward and outward loan programmes, assisting with the coordination of new loans and loan renewals.
- Support the review of historic loans and assist with coordinating successful outcomes.
- Ensure appropriate insurance/indemnity cover is in place for all objects on loan to and from the Museum.
- Support in the review and compilation of UKRG Facilities Reports to facilitate inward and outward loans.
- Support with exhibition and touring logistics, including devising loan agreements, obtaining condition assessments, and arranging packing and transport of objects.
- Ensure location tracking of objects is kept up to date throughout the loan process.
- Undertake loan inspections for current and potential outward loans.

Accession Register

- Contribute towards the development and maintenance of Collection records including the Accession Register and documentation systems.
- Support in the analysis of CMS data including research into provenance and copyright status to ensure accuracy, conformity with Cataloguing Rules, Collections Management policy and procedure.

Auditing

- Contribute towards the coordination of regular storage audits including maintaining the Museum's loss reports and reporting any losses on the Art Loss Register.
- Support the compilation of collections documentation for annual auditing.

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 in relation to Health and Safety, Safeguarding and GDPR.
- 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	• Knowledge of collections management standards within a museum or heritage environment. • Knowledge of the importance and use of museum documentation within a collections management framework. • Literacy in Microsoft packages. • Clear understanding of the function of an assistant registrar in a museum or heritage organisation. • Knowledge of UKRG reports and the Government Indemnity Scheme and the processes involved in administering the scheme. • Knowledge of documentation processes within a heritage environment. • Knowledge of how to handle a wide variety of object types, suitable packing and transport methodologies. • Knowledge of hazardous materials and the processes necessary to manage them within a heritage setting.
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. • Gives credit and acknowledges contributions of individuals in team. Deals with team performance or behaviour, issues in a timely and suitable way. • 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 and others' activities to deliver to expected standards and targets, with operational responsibility for a particular area. • 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 or, if applicable, team's priorities, and plans accordingly. • Remains positive and focused on achieving outcomes, despite setbacks.
Change,	• Is receptive and/or pro-actively identifies and contributes to new ideas

Adaptability & Flexibility	and approaches, and adapts accordingly. • Has the ability to handle conflicting priorities. • Ensures own or, if applicable, team, 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 & 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 cooperation within and between teams.

The following is desirable:

COMPETENCY	DETAILS
Additional competencies	• Demonstrable experience in a collections management role within a museum or heritage environment. • Practical experience of working with museum documentation and collections management. • Experience in the use of Collections Management systems and databases in documenting essential information. • Experience in an assistant registrar or documentation/collections officer post within a museum or heritage organisation. • Experience undertaking and coordinating storage audits within a heritage organisation. • Experience handling a wide variety of object types and in moving, packing and transporting museum objects. • Experience of working on loans in a heritage environment. • Knowledge of hazardous materials and the processes necessary to manage them within a heritage setting. • Experience of coordinating with museum transport agents. • Experience compiling auditing information for external stakeholders. • Preferably either holds a current driving license (or is working towards obtaining one) and a willingness to drive hire vehicles to support Museum activities.

Date modified: 04/09/26

Modified by: Lisa Hickman

Approved by: Kam Sandhu-Patel