

JOB DESCRIPTION

Job Title:	Head of Diversity and Inclusion
Reports to:	Director of Engagement and Public Programmes
Department:	Engagement and Public Programmes

Purpose of the Job

To be the lead for Royal Pavilions and Museums Trust's Culture Change programme.

The postholder will establish the ambitions, aims and performance measures for the RPMT's Culture Change programme, (in conjunction with the RPMT leadership team) with responsibility for overseeing and managing the programme and improving our diversity and inclusion work across staff, buildings, gardens, programming and collections, our resources, our communities and strategic partners to promote holistic organisational change around diversity and inclusion.

The post holder will lead on embedding, extending and amplify diversity, equality and social justice into RPMT's core operational principles and strategic aims, with the full support of the RPMT leadership

As a key member of our senior management team, this role will play a part in our work to deliver our mission and long-term strategic goals.

The post-holder will operate across all of RPMT's sites, the Royal Pavilion, Brighton Museum and Art Gallery, the Pavilion gardens, Preston Manor and its gardens, Hove Museum and Art Gallery and its gardens, the Booth Museum, and with our collections.

Principal Accountabilities

1. Working with the Director of Engagement and Public Programmes, the post holder will establish the organisational aims and develop an implementation plan for RPMT's Culture Change programme.
2. In conjunction with programming, community engagement, events, marketing and fundraising colleagues, plan and develop a launch for the Culture Change initiative.
3. Establish and run a staff Culture Change working group of RPMT Culture Change Champions to ensure the whole organisation has the opportunity to be involved in the process to ensure that it is developed and led from a grass roots level, and not just by the leadership team.
4. Build long-term critical friendships and strategic partnerships to inform and provide rigour and accountability for RPMT's work, ensuring transparency as well as scrutiny of our practice against our ambitions. This will include building relationships with individuals, organisations, community groups and schools, those RPMT have worked with before alongside new network partners in varied geographical areas within the city and surrounding area.

5. Establish a Culture Change Oversight Group of external advisers created from an open call-out for participants. Manage the formation of the group by creating an agreed Terms of Reference, develop a mechanism for selecting and inducting group members, and arrange meetings and managing expenses and expectations. Be the main RPMT point of contact for group members.
6. Work with and provide reports to the trustees of the James Henry Green Trust, a key funder of the Culture Change workstream.
7. Identify, develop, commission and in some cases deliver staff, trustees, and partner organisation training models to support the Culture Change programme, including anti racism and socially just practice training, including responses to international campaigns such as Black Lives Matter and Me Too.
8. Establish and maintain Culture Change programme workstreams in conjunction with RPMT's Executive Board and Senior Management Team.
9. Develop a mechanism for staff and the public to propose changes to RPMT interpretation in exhibitions and galleries and online to ensure greater diversity and inclusion in our displays and public interactions, including languages and interpretation models.
10. Work with colleagues to develop a methodology for increasing the diverse and inclusive nature of our collections, including the descriptions used in our collections records and the development of targeted research to enhance our understanding of aspects of the collections
11. Work with colleagues to research the histories of our buildings and collections so that RPMT can reflect on the legacies of these and develop strategic initiatives in response
12. Work with colleagues to review RPMT policies and practices to ensure they reflect the organisation's commitment to an anti-racist and socially-just ethos, and its ambition to build equitable relationships with international partners in ways which reflect the global nature of our collections, buildings and history.
13. Develop mechanisms for RPMT to recognise and celebrate the achievements of our communities in the past and the present.
14. Develop an embedded diversity and inclusion evaluation process with RPMT's Data Analyst.
15. Contribute towards plans for the re-development of the central gallery at Brighton Museum & Art Gallery which will draw on the richness of our collections and the diverse experiences of our communities to present compelling new narratives which excite, engage and resonate with our audiences in and beyond the museum.
16. Publish and share the outcomes of the Culture Change programme when appropriate

General Accountabilities

To develop practices within the Trust that uphold and develop the principles of the Trust's Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

- Be visitor focused and business-like.
- Be a great museum professional.
- Always be listening and learning.
- Be an ambassador for RPMT.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



Royal Pavilion & Museums Trust
Brighton & Hove

PERSON SPECIFICATION

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Reports to:	Director of Engagement and Public Programmes
Department:	Engagement and Public Programmes

Essential Criteria

Job Related Education, Qualifications and Knowledge	<p>Educated to degree level or professional vocational qualification or a substantial and comparable level of knowledge and experience</p> <p>Thorough knowledge of current diversity and inclusion agendas for museums and their cultural, educational and social inclusion role, including current policies from ACE, DCMS and the work of activist groups</p>
Experience	<p>Significant experience of working within diversity and inclusion in museums, heritage or other relevant organisation</p> <p>Knowledge of and experience in working in diversity and inclusion in a museum/heritage or other relevant organisation</p> <p>Experience of working with museum collections and /or historic buildings around contested heritage</p> <p>Proven experience of working with diverse individuals, community groups, organisations and partners</p> <p>Proven experience of improving diversity and inclusion within an organisation</p> <p>Experience in the use of digital tools for diversity and inclusion work</p> <p>Experience of financial planning and budget management</p> <p>Experience of developing policies and programmes</p> <p>Experience of setting up effective externally recruited advisory groups</p> <p>Substantial experience of partnership working</p> <p>Experience of project evaluation</p>
Skills and Abilities	<p>A clear understanding of a wide range of diversity and inclusion and access issues, particularly in relation to museums and historic houses</p> <p>Excellent interpersonal skills</p> <p>The ability to think strategically and to develop and implement strategy</p> <p>The ability to matrix manage people, working with a team towards a common goal</p> <p>The ability to work alone effectively, to be self-motivated and to use initiative</p> <p>Excellent research and written skills and ability to proofread</p> <p>Excellent organisational and time management skills</p>

	<p>Proven ability to write clear and concise reports, on a regular basis and to deadlines</p> <p>Excellent communication skills with an ability to work with people at all levels both inside and outside the organisation</p> <p>Excellent research and written skills and ability to proofread</p> <p>Proven organisational and administrative skills with an ability to prioritise and work effectively under pressure and to tight timescales</p> <p>Ability to manage, motivate and develop teams and individuals, maintaining effective working relationships</p> <p>Understanding of the principles of evaluation</p> <p>Good ICT skills including Microsoft Office, email, internet and databases</p> <p>An understanding of the use and challenges of social media</p> <p>Evidence of a passion to develop audiences by building on the strengths of the collections</p> <p>Politically aware, media savvy with an ability to spot opportunities and seize them at the right time and with imagination</p> <p>Ability to quickly develop knowledge of RPMT collections</p>
<p>Equalities</p>	<p>To uphold and carry out the duties of the post with due regard to RPMT's Equalities and Equality in Employment Policies.</p>
<p>Other Requirements</p>	<p>Commitment to understanding current Health and Safety legislation as it applies to the area of policy and practice as it applies in their area of work.</p> <p>Ability to manage and adhere to Health and Safety Policy, practices and instructions.</p> <p>Awareness of the need to identify and manage hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks.</p> <p>Willingness to work weekends and evenings as required.</p> <p>Commitment to continuing professional development and a willingness to learn.</p> <p>Flexibility to work across RPMT's sites where necessary</p> <p>Willingness to work weekends and evenings if necessary</p>