



Executive Director Manx National Heritage

Manx Museum and National Trust
Isle of Man



Manx National Heritage
Eiraght Ashoonagh Vannin

Working together for the **Isle of Man**

Welcome from the Chairman

Thank you for your interest in the role of Executive Director of Manx National Heritage.

MNH plays a vital role in making available and celebrating the Island's natural and cultural heritage, whilst contributing to the Island's prosperity and quality of life. We are looking for an experienced leader to join us in this senior role to drive the organisation forward and build on its' previous success, as well provide support and guidance to tackle the new challenges that lie ahead. We are looking to recruit to this vacancy now due to the upcoming retirement of our current Executive Director Edmund Southworth in 2021.



The Executive Director position is the most senior Officer in MNH, accountable to the Chairman and Trustees for the strategic leadership and direction, and the overall operational effectiveness of the charitable trust.

As Executive Director, you would have overall responsibility for resource management, including all expenditure (revenue and capital), accounting and budget management.

We are looking for someone with a track record of demonstrating fantastic leadership in a comparable organisation, as well as someone with the passion and resilience to lead a large and complex charity, working in close partnership with a national government.

You will be supported by a great team, including driven and capable senior managers, and you will report to, and work closely with, an effective board of Trustees. They will all look to you for leadership, advice and good governance.

MNH has weathered significant financial and governance change in recent years and is strong and healthy. It has moved away from its traditional dependent relationship with government and is seeking to consolidate itself as the primary Island charity working in partnership with the Manx Government and community to protect the nation's heritage for the future.

In this pack you will find out more about the role, what we can offer you, and the skills and capabilities that you will need to be successful.

To find out more please contact me or the current Director Edmund Southworth on **01624 648008**.

I look forward to hearing from you.

Jonathan Hall
Chairman

Securing the future of our past

About the Isle of Man and Manx National Heritage

The Isle of Man is located in the middle of the Irish Sea - a strategic location which has given it a unique history of occupation, contact and conflict over 10,000 years. As a result it has its own language, political system, currency and culture which reflect its relationships with its neighbours at different times.

Constitutionally it is a British Crown Dependency, however the Island has never been part of the United Kingdom, or the EU for that matter. It has its own national anthem and flag.

The Island today has a population of c85,000 people. It has a varied economy with new sectors such as International Finance, e-Gaming and specialised engineering existing alongside traditional activities such as agriculture, fishing and tourism. UNESCO has recognised the importance of our environment through our Biosphere Reserve status and the Island has a high quality of life. Connectivity by air and sea has been strong and the Island has modern health care, education and telecommunications infrastructure.



Manx National Heritage is the statutory heritage agency for the Isle of Man. We were originally created in the 1880's to research and care for the Ancient Monuments of the Island. Over the years we have added museum, library, archive and art gallery functions to our remit, and in the 1950's formally became the National Trust for the Island. We have always been a Trustee body with our own legislation and therefore have Charitable status on the island.

Today the organisation holds the major historic landmarks, collections, and landscapes of the Island in Trust for the Manx Nation. Many of these are publicly accessible and also form the backbone of the Island's tourism industry. The Trust has received public funding from the IOM Government since its creation. It uses a wide range of services supplied by the Government and its staff are public servants stationed with MNH. As such we are a Non-Departmental Public Body similar to National Museums in the UK. In addition to its grant from the Government MNH now generates over £1.3m annually in income from retail, admissions and rentals.

In 2011 MNH had a major change to its governance whereby the Trustees were reduced in number and a public recruitment process created to create and refresh the Board. Up to 15

Securing the future of our past

members can be appointed by Tynwald (the island's Parliament), with 5 year fixed terms and a limit of two terms.

In the last three years the Trust has worked with the IOM Government to further clarify its status in the light of new legislation relating to Charities. This has involved creating a new budget system which will bring together support from Government with charitable bequests and donations hitherto treated separately.

From April 2021 MNH will be separately registered for VAT. These new arrangements will be governed by a formal Memorandum of Understanding with the IOM Treasury and our sponsor – the Department for Enterprise.

MNH has been generously funded by the taxpayer in recent decades and has a significant legacy of buildings and services to care for on behalf of the community. These include properties transferred from Government.

The recent Covid-19 outbreak has demonstrated both MNH's value to the community and its financial vulnerability. MNH has been able to provide a wide range of services digitally during lockdown but with closed borders needed Government support to balance the budget in 2020/21. This support also allowed MNH to open its doors again for its community. The Isle of Man has been praised for its effective response to the global pandemic. Currently, due to the lack of cases in the community, people on the Island are enjoying a life free of social distancing regulations.

The challenges ahead

MNH is well-governed and managed, with a supportive Government, and a level of financial security. We have a Forward Development Plan and systems for monitoring performance. We also have access to high quality government services such as Human Resources, Accounting systems, GIS mapping, email and computer services, etc. There has been significant public and charitable investment in buildings and visitor facilities. A number of buildings have been refurbished and are now rented out or used for holiday accommodation. There has also been significant investment in digitisation.

We however continue to face challenges. The main one is the capacity, skills and resources to maintain and improve our infrastructure and facilities long-term; this includes a backlog of repair, in particular to historic properties. There are also a number of major projects in development which at present are unfunded. Expectations from the community and key stakeholders continue to be high despite resource limitations, so there is a need to be creative to allow the organisation to balance these conflicting demands going forward.

MNH also plays an increasing role in tourism, which provides significant income and good will. Recovery from Covid19 and the closed borders will take some time and MNH will need to continue to adapt to the changes and challenges presented by the Covid19 outbreak.

What does success look like in this role?

MNH operates with what we call Critical Success Factors: You will know you have been successful when:

- The organisation is financially sustainable year on year and healthy for the future
- You and the organisation are respected within the community and internationally
- The collections, land and assets in your care are protected and maintained to the highest standards and used to their fullest extent
- Major capital improvements and service innovations open on time and to budget
- The island is better off and a great place to live work and visit as a result of your work
- The Manx cultural identity is stronger and better recognised
- Our users, visitors and consumers are excited and impressed by their contact with us.



Manx National Heritage

Securing the future of our past

Detailed Role Description

Grade: Jesp Band 9 - 13 (£88,698 - £97,411 at 1/4/2020)

Reporting Officer: The Chief Secretary, Isle of Man Government

Responsible for: The staffing complement of MNH (currently comprising 75 FTE staff plus casual staff and volunteers, including 5 direct reports).

Purpose:

- To provide strategic leadership and direction for MNH as an internationally respected organisation
- To ensure its overall effectiveness in compliance with its statutory functions and duties
- To deliver its charitable purposes and maintain its overall sustainability as an organisation

Key Accountabilities:

Leadership, Strategic Direction and Priorities

You will provide strategic leadership and direction for the organisation which is confident, visible and consistent. This will include:

- As principal policy adviser, ensuring that sound, impartial, professional and authoritative advice is provided to the Board of Trustees and, as appropriate, to government.
- Leading development of, and delivery of, MNH strategic direction, priorities and objectives, forward plans etc.
- Effective partnership working with Government, statutory entities and relevant external bodies including voluntary organisations, local heritage and cultural organisations, and individuals.
- Providing leadership and direction to staff at all levels and engendering a cohesive sense of purpose and integration across the organisation.

People and Performance Management

You will have accountability formally delegated from the Trustees for ensuring overall operational effectiveness, in accordance with the statutory functions and duties of the organisation, through the effective management of people and performance. This will include:

- Delivering and reporting on programmes, projects and services in accordance with the aims and objectives set by Trustees, and promoting a performance orientated culture across the organisation.
- Ensuring effective staff development, performance management and appraisal .

Resource Management

You will be accountable under Government Financial Regulations as "Accountable Officer" for MNH. This will include:

- Leading the financial planning and budgetary management systems and processes in compliance with agreed Financial Regulations.
- Ensuring that all funds are properly managed, financial records are accurately kept and financial probity is maintained.

Representation and Promotion

You will represent Manx National Heritage in a wide range of work related settings, in the local, national and international arenas, to explain and promote the role and responsibilities of MNH and the programmes and services it provides.

This will include:

- Influencing, persuading and negotiating, as appropriate, with funding bodies, individuals and representatives of a wide range of government and other bodies.
- Promoting the work of MNH by way of an effective public relations strategy including personal contact through print, broadcast and social media.
- Supporting the Chairman and Members of the Board of Trustees in their dealings on behalf of MNH.

Professional Standards

You will be accountable for the protection, promotion, study and interpretation of all national heritage assets under the stewardship of Manx National Heritage. This will include:

- Widening awareness of the importance and significance of national heritage assets.
- Encouraging scholarship and academic study.
- Ensuring the highest level of acquisition, care of collections, public and professional access and education (professional and general).
- Providing high quality visitor experience and specialist services in response to public demand.

Reporting Framework

As a member of the IoM Public Service, you will report to the Chief Secretary. As Reporting Officer, the Chief Secretary will ensure that, amongst other things, an annual:

- Personal and development plan is agreed with you.
- Review and assessment of your performance and competency/behaviour is made; and Review meetings are conducted.

Compliance with the Scheme in no way impacts on the overall accountability of the job holder to the Board of Trustees in relation to the functions and duties of MNH. The Chief Secretary will seek the active involvement of the Chairman of the Board of Trustees in reviewing the post holder's performance and competency.

What do you need to succeed in this role?

Attributes	Essential or Desirable	Method of Assessment
Credibility		
Proven track record of senior leadership level in a comparable organisation, including supporting senior teams to optimise organisational performance	E	CV/Interview
Significant experience of working strategically in a senior professional role	E	CV/Interview
Hold an appropriate degree, post-graduate, professional, management or technical qualification in one or more of the areas covered by MNH	E	CV/Interview
Appropriate experience of financial planning and management	E	CV/Interview
Experience of bringing and embedding significant and successful change within an organisation	D	CV/Interview
Awareness and experience of income generation and fundraising	E	CV/Interview
Experience of working directly with Boards and Trusts (comparable senior local or national Government service is equivalent)	E	CV/Interview
Evidence of Continuing Professional Development and professional recognition	D	CV/Interview
Knowledge and understanding of the heritage and environmental fields	D	CV/Interview
Understanding of the charitable and public sectors	D	CV/Interview
Capability		
Strong influencing and negotiation skills	E	Interview
Ability to present complex information in a way that can be understood by all stakeholders	E	Interview
Encourage innovation and support change	E	Interview
Analytical, critical thinking and pragmatic approach to addressing complex operational situations	E	Interview
Awareness of and experienced in managing the political interface and working within a strong community	D	CV/Interview

Character		
Resilient, calm and effective under pressure	E	Interview
Ability to challenge behaviours, attitudes and culture which present a barrier to improvement in services	D	Interview
Trust and be trusted	E	Interview
Be able to inspire, motivate and empower	E	Interview
Confidence to act as a senior representative of MNH and promote its work	E	Interview
Other requirements		
Isle of Man worker	D	Application form/ Pre-employment checks
Satisfactory police check	E	Pre-employment checks

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Manx National Heritage on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **EANAEA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **25 January 2021**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.