

JOB DESCRIPTION



Job Title	Director's Researcher	Duration	Fixed-term
Division	Directorate	Hours/FTE	36 hours per week
Dept	Directorate		9-12 month role
Reports to	Julia Downer; Tristram Hunt	Direct Reports	None

Context

Directorate sits at the heart of the V&A and supports the activities of the Director and Deputy Director, delivering corporate planning and governance to achieve the museum's Strategic Plan. The current Director's Researcher will be taking maternity leave from May 2021.

Main Purpose of job

Based in South Kensington, as part of the Directorate, your role is crucial in ensuring the Director is briefed and prepared at all times. You will coordinate with a wide range of colleagues and departments throughout the museum and externally at the highest levels to deliver the Director's communication stream.

Key Responsibilities

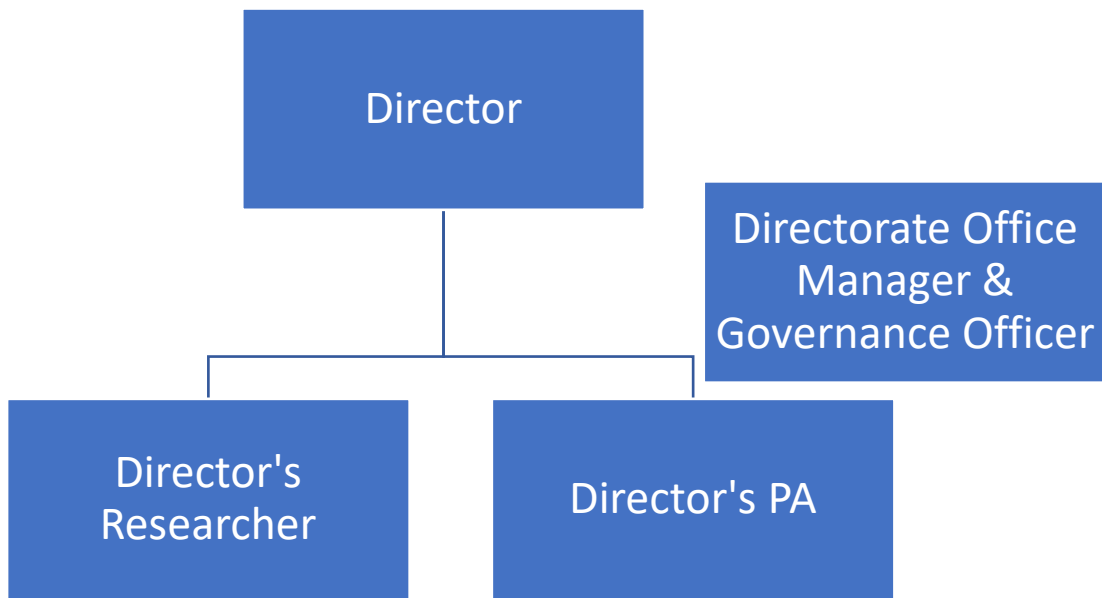
1. Proactively undertake a wide range of research tasks to support the Director in carrying out his role. This includes the preparation of briefing notes, interviews, article submissions and speech writing (including accompanying presentations) and other material for the Director, often at short notice.
2. Responsible for Director's social media accounts, including content and delivery.
3. Identify and inform the Director of organisations, individuals and events of relevance to the national and international activities of the V&A and its partners.
4. Proactively manage selected streams of the Director's correspondence, including drafting responses.
5. Liaise with professional contacts, colleagues, contacts and volunteers on behalf of the Director. Some of these will be at the highest level. Facilitate meetings (nationally and internationally) and provide topical content for these as required.
6. Attend internal and external meetings on behalf of the Directorate and provide a synopsis of the discussion.
7. Contribute proactively to the general running of the Directorate, and carry out other ad-hoc duties as requested by appropriate managers within your department.
8. Travel in London, and further afield, may be required from time to time.
9. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
10. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
11. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Outstanding written and verbal communication skills, with the proven ability to write with accuracy and flair at the highest level, with excellent attention to detail.
	Extensive experience of researching museum and design collections, and delivering complex projects. Thorough knowledge specifically of the V&A and its collections, and generally of art and design, cultural heritage, creative industries.
	The ability to prioritise a high workload and respond to issues quickly and soundly, being alert to changing circumstances with a flexible and proactive approach.
	The ability to bring a proactive approach to working independently with self-motivation, initiative and creative thinking.
Core Skills	Excellent standard of written and spoken English, including proof reading and editing.
	Excellent inter-personal skills: demonstrable experience of dealing with people at all levels, and consistently maintaining a professional and confident demeanor.
	Experience of using MS Office, particularly PowerPoint, and other relevant IT systems, including video conferencing, to an advanced level
	Significant experience of proactively managing and prioritising a high workload and multiple complex issues, and delivering tasks in a changing environment with tight deadlines
Behaviours	Respects others' expertise, time, perspectives and contribution.
	Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes
	Open to change , new ideas and suggestions; looks for opportunities for improvement and self-development
	Works with others outside their own department in a collaborative, understanding, and engaging way.
Desirable	<ul style="list-style-type: none"> • A post-graduate degree (or equivalent) in a relevant discipline • Fluency in languages other than English • Experience of media communication or publishing

Position in the team



Hours: Working hours (i.e. excluding meal breaks) are 29 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.