



# Clyne Heritage Society

Founded 1998

Registered Charity No: SC028193



## Curator – Brora Heritage

### Job Description and Person Specification

Clyne Heritage Society, based in Brora, Sutherland, would like to invite applications for an experienced, pro-active, highly skilled and enthusiastic full-time **Curator** to evaluate and [plan for our collection move, as an important part of the Brora Heritage team undertaking an exciting multi-million-pound redevelopment project to restore and extend the historic Old Clyne School to create a new Community Heritage Centre and Museum.

**Application closing date: 9am, Monday July 22<sup>nd</sup>,  
with interviews provisionally planned for week beginning July 29th**

Applications, which should include a CV, and a covering letter outlining your relevant experience, including a case history of where and with whom you have done this before, interests relevant to the post and details of two referees, to be submitted by email to: [info@clyneheritage.com](mailto:info@clyneheritage.com) no later than 9am, Monday July 22nd.

See Appendix for information on both the Society and the Project.

<b>Working hours:</b>	37.5 hours per week (including some weekends and evenings)
<b>Contract:</b>	1 year minimum, continuation dependent on performance and funding
<b>Start Date</b>	August 2024 (or as soon after as possible)
<b>Probation:</b>	3-months
<b>Salary:</b>	£30,000 per annum
<b>Place of work:</b>	Brora Library (and/or other locations in Brora, as necessary)
<b>Annual Leave:</b>	20 days, plus 9 public holidays
<b>Reports to:</b>	Chairman
<b>Responsible for management of:</b>	Volunteers of the Archives Team

#### Role Description

This key role will require an experienced, highly motivated, strategic, and creative thinker, with excellent communication skills, energy and the ability to inspire and engage others. Applicants should be highly organised, with exemplary museum and curatorial skills. Experience in successfully transferring a museum collection into new premises would be an advantage.

This is a unique opportunity to bring your experience and skills to help develop and deliver an exciting new heritage project from the outset. You will evaluate and manage the collection, plan and oversee the safe and successful transfer of it from its current various locations to the new storage areas in the redeveloped Old Clyne School (see Appendix 1). You will have an input into the design of, and selection of objects for the new museum, and you will prepare a plan for its accreditation.

A passion for community work is vital, as is enthusiasm for engaging with the public through both formal and informal activities and programming and working with a wide variety of users of all ages. You will be expected to work strategically with other organisations to develop partnerships and play a lead role within the operational team.

## Key Working Relationships

Centre Manager, Learning and Community Engagement Officer, Volunteers, Board Members.

Responsibilities	Key Tasks
<p>Conserve, care for, document and develop the Museum collections</p> <p>what are the 3 key tasks to</p>	<ul style="list-style-type: none"> <li>• Assess the collection, identify any conservation requirements, and rationalise it before the move.</li> <li>• Write (if necessary), review (at least every 3 years), and implement all curatorial policies (Collections Development Policy; Exhibitions; Collections Care and Conservation Plan and Policy; Documentation Plan and Policy, Documentation Procedural Manual, Emergency Response plan).</li> <li>• Ensure that all items within the Museum Collections, including the Library and Archives, are appropriately accessioned/catalogued, stored, conserved and cared for, including disposal when necessary, in accordance with Accreditation Standards and Museum curatorial policies.</li> </ul>
<p>Ensure the safe transfer of the collection and its organisation into the new museum and purpose-designed storage areas in the new building</p>	<ul style="list-style-type: none"> <li>• Formulate and execute a transfer plan</li> </ul>
<p>Manage and recruit to the existing team of archive volunteers</p>	<ul style="list-style-type: none"> <li>• Effective Recruitment</li> <li>• Comprehensive Training</li> <li>• Ongoing Support and Engagement</li> </ul>
<p>Manage the ongoing, day-to-day accessioning of donated objects in the new museum</p>	<ul style="list-style-type: none"> <li>• Establish a standardised accessioning process</li> <li>• Ensure accurate documentation and cataloguing</li> </ul>
<p>Take the museum forward to be fully accredited with Museums Galleries Scotland</p>	<ul style="list-style-type: none"> <li>• Meet collection management standards</li> <li>• Enhance public engagement and accessibility</li> </ul>
<p>Make full use of the Collections as a public visitor attraction and learning and research facility</p>	<ul style="list-style-type: none"> <li>• Create engaging and educational exhibitions</li> <li>• Enhance accessibility and visitor experience</li> </ul>
<p>Plan, deliver and evaluate a programme of events and outreach activities, for both in-person and online audiences</p>	<ul style="list-style-type: none"> <li>• Comprehensive planning and preparation</li> <li>• Effective execution and delivery</li> </ul>
<p>Support Museum staff (employees, project appointments and volunteers) in their heritage-related roles</p>	<ul style="list-style-type: none"> <li>• Provide training and professional development</li> <li>• Foster a supportive and inclusive work environment</li> </ul>
<p>Develop and maintain formal and informal partnerships and relationships with heritage, learning and community partners</p>	<ul style="list-style-type: none"> <li>• Identify and engage potential partners</li> <li>• Nurture and managing ongoing relationships</li> </ul>
<p>Lead and/or collaborate on external funding applications for identified Museum/collection developments and events, including conservation</p>	<ul style="list-style-type: none"> <li>• Identify funding opportunities</li> <li>• Prepare compelling applications</li> </ul>
<p>Support promotion of the Museum and to attract new visitor segments through heritage aspects of marketing and media activities</p>	<ul style="list-style-type: none"> <li>• Create engaging and educational exhibitions</li> <li>• Enhance accessibility and visitor experience</li> <li>• Manage ongoing relationships with funders</li> </ul>

Collaborate with the Board, staff colleagues and working groups in the broader management aspects of Museum operations	<ul style="list-style-type: none"> <li>• Effective communication and coordination</li> <li>• Strategic planning and decision-making</li> <li>• Foster a collaborative and inclusive culture</li> </ul>
Undertake professional development activities appropriate to the role	<ul style="list-style-type: none"> <li>• Undertake self-supported study and reading to keep abreast of current developments in the field of museum practice.</li> <li>• Attend training sessions which contribute to the development of the Museum and/or personal skills, knowledge and experience, as agreed with the Chairman of the Board.</li> </ul>

<b>Person Specification</b>		
<b>KNOWLEDGE</b>	<b>Essential</b>	<b>Desirable</b>
Formal qualification in Museums Studies or related field	✓	
Extensive knowledge of collection management and conservation practices	✓	
Familiarity with accreditation standards for museums	✓	
Interest in heritage and surrounding area		✓
<b>SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
Strong organisational and project management skills	✓	
Excellent interpersonal and communication skills	✓	
Ability to train and manage volunteers effectively	✓	
Skilled at working with people of a wide variety of ages, abilities and backgrounds	✓	
Excellent IT competence in a wide area of applications, Office 365	✓	
Excellent at creating and distributing social media content inc. Facebook, Instagram, Twitter, Tik-Tok etc	✓	
Ability to work with others and manage competing priorities and pressures	✓	
Independent transport an advantage in a rural area with limited public transport		✓
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Proven experience in curatorial roles within museums or cultural institutions	✓	
Experience in successfully managing collection moves and relocations	✓	
Track record of achieving museum accreditation		✓
Experience of managing staff and volunteers		✓
Experience of working within a rural context		✓
<b>BEHAVIOURAL</b>	<b>Essential</b>	<b>Desirable</b>
High standard of professional ethics and integrity	✓	
Highly motivated, with a proactive and creative approach	✓	
A passion for engaging with people	✓	
Creative, pro-active, and organised	✓	
Flexible, adaptable, friendly and approachable	✓	
Commitment to own professional development	✓	
Ability to work under pressure on a range of competing priorities	✓	
Ability to work in a small team and motivate themselves	✓	
Committed to health & safety and promotion of equality	✓	

**Equal opportunities:** It is the aim of Clyne Heritage Society to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality, or disability; or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

**Health and safety:** Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees, and visitors.

**DBS Check:** As this post will be regularly in contact with young people and vulnerable adults, a satisfactory enhanced DBS check may be required.

**Employment Terms and Pension:** The post will be paid and employed by Clyne Heritage Society including enrolment in a pension scheme. The post will be managed by Clyne Heritage Society.

**Review of this job description:** This job description is intended as an outline indicator of general areas of activity and may be amended in the light of the changing needs of Brora Heritage.

## Appendix 1

### The Organisation

Clyne Heritage Society (CHS) is a very active and successful local heritage organisation based in Brora (in the parish of Clyne), in East Sutherland in the beautiful Highlands of Scotland. We are a Company Limited by Guarantee and a registered Charity. We celebrated our 25<sup>th</sup> birthday in March 2023 and, over our lifespan, have established a reputation for delivering many successful community heritage projects, events and activities involving a large following of participants.

The voluntary Board consists of a diverse and experienced range of ten members. Brora, the only village in the parish, has a population of c 1200. It lies on the A9, a key element of the popular North Coast 500 tourist route.

Currently, CHS provides for two distinct clientele groups:

- a) society members and local residents, and
- b) heritage visitors / tourists to the area.

In 2016, we took over the complete operation of the Highland Council-owned seasonal Brora Heritage Centre (BHC) on behalf of Highlife Highland, quadrupling its footfall. It has been managed by Board members, who have overseen the two seasonal, part-time front of house staff and volunteers and planned activities and events.

Some of our other activities include:

- annual syllabus of six winter lectures (average attendance since 2008 – 51).
- themed annual exhibitions (1999-2014).
- publications, including its acclaimed annual 120-page magazine, the Clyne Chronicle and the 'Brora in 50 Stories' series.
- community archaeological excavations - Brora Salt Pans excavations (2006-11), Wilkhouse excavation (2018), Greeanan excavation (2022), Aultcraggie (2023).
- heritage walks.
- genealogical and historical research.
- heritage training courses.
- oral history recording.
- collecting, storing and researching artefacts/archives related to the parish.
- occasional social events.

CHS works with the Brora Primary and Golspie High schools, both as part of the school's own curriculum and also with the staging of exhibitions, attending the Heritage Centre, taking part in digs etc, and also with the Brora Learning Centre and the Engaging With Activity Hub.

All our services are open to all, provided by a dedicated band of volunteers and seasonal part-time staff, at a variety of venues, mainly in-person. We absolutely pride ourselves on the professional standards we apply to all our activities, including events, projects and publications. We are now at a stage that we recognise we need professional help to get to the next level in our development and achieve our ambition for independence and sustainability in a challenging landscape.

### Old Clyne School Project Background

Business opportunity at the BHC is limited, as it lies a kilometre off the A9 and cannot practicably be opened during the winter months.

In 2018, CHS acquired the semi-derelict, 1863-built former Old Clyne School (OCS) (see Appendix 2), located at a very visible site on the A9 / NC500 route (see Appendix 3). Having gained Planning and

Listed Building consents and a Building Warrant, work commenced in April 2024 to redevelop and extend the building to create an integrated visitor attraction and community heritage centre (see Appendix 4) which will include:

- a reception area.
- a museum.
- a 40-cover café.
- a retail shop.
- artefact and archive stores.
- dedicated areas for heritage study, education and research activities.
- a staff office.
- toilets.
- parking for 32 vehicles (including 2 x electric charging points and 4 camper vans), and 2 coaches.

On completion of the construction project (projected to be summer 2025), the heritage collection and activities currently located at the Brora Heritage Centre and other places will be re-located to OCS site, which will, in principle, be open year-round. The project has been co-designed *by* the community *for* the community.

Public support has been evidenced by three surveys/consultations of local people and over 50 letters of support and endorsement by local organisations, such as the Highland Council, Brora Community Council, the North Coast 500 company, Brora Development Trust, other regional heritage venues / visitor attractions, and neighbours.

Following the redevelopment, the subsequent fit-out phase requires an additional c £0.6m (detailed costing to be undertaken by the **Business Development Manager** on final interior design), for which funding has yet to be secured.

This project will be transformational for the Society, as well as for the village of Brora. It will fulfil our aims to be completely independent, by having a purposed-designed permanent home, from which we can operate an expanded, year-round sustainable heritage business and securely store our nationally recognised collection in an appropriate, environmentally controlled space.

### **Future Intentions**

It is proposed that the OCS will continue to provide for the two clientele groups identified above, i.e., the society membership / local community heritage interests and the visitor/tourist trade.

The heritage study, research and education elements of the building will be the focus of the community / society membership interests, while the museum, café and shop will be the major focus for the visitor/tourist trade.

### **Proposed Business Model**

It is imperative that the business model is developed to enable the OCS business to be fully self-sufficient and sustainable, i.e., to cover all running, maintenance and renewal costs. Consequently, income generation via museum entry charges, café and shop sales and any other relevant means is crucially important.

Because heritage is the primary purpose of the CHS charitable status, the museum will be operated as a function of the current CHS company.

Because retail operations, including food and beverage are not deemed to be primary purpose, the shop and cafe will be operated under the auspice of a subsidiary trading arm.

Both companies will be VAT registered.

It is proposed that the whole site and operation will be marketed as the 'Brora Heritage' brand. This is because 'Clyne', the name of the parish, is not widely known outside the local community, whilst 'Brora' is a place name immediately recognisable on the NC 500 route and on the main road north from Inverness to Caithness and the Orkney ferry ports.

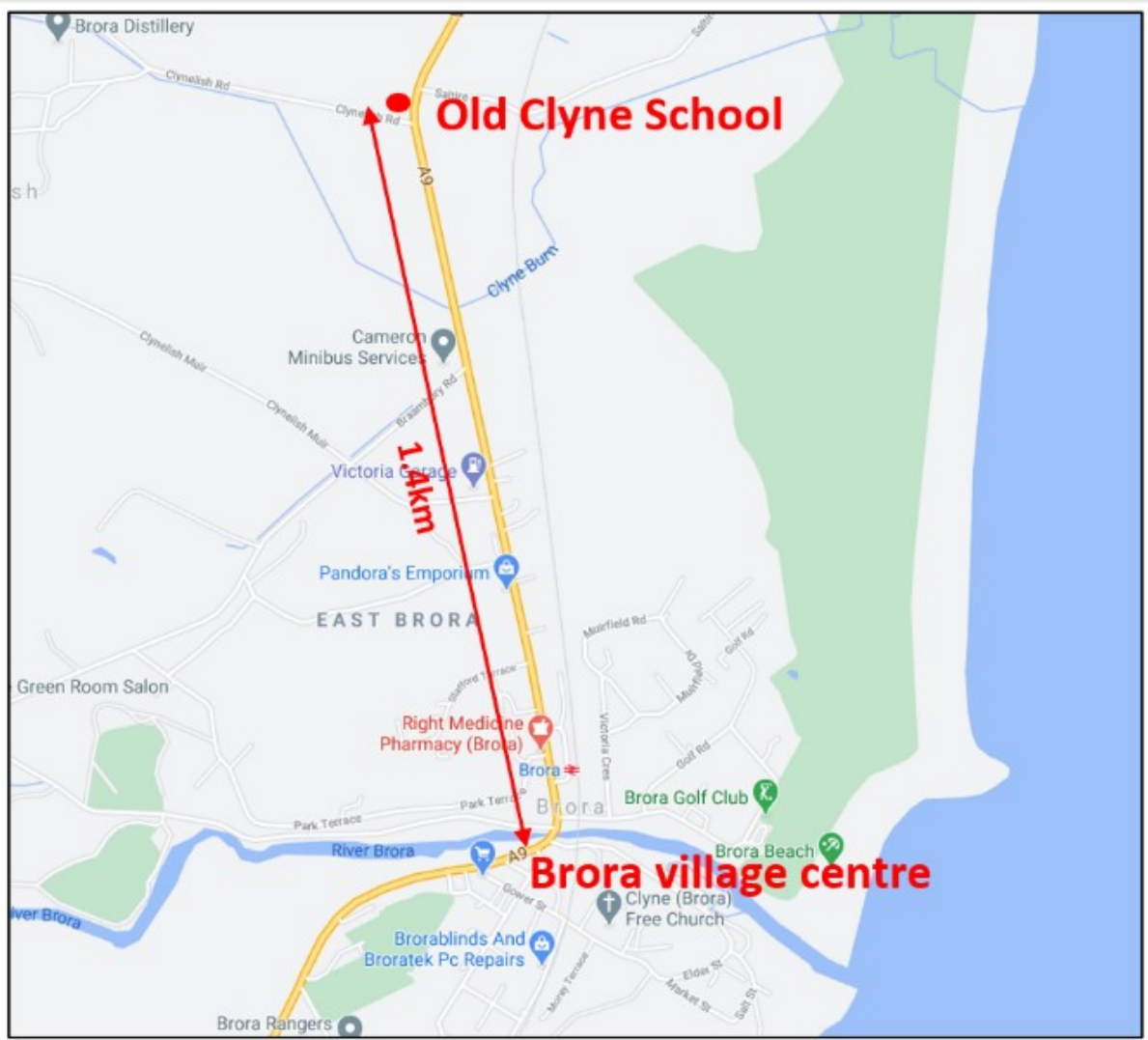
In operation, annual footfall to the redeveloped OCS is projected to be around 20,000, with annual revenue from year-round operation estimated at c £400k from museum admission, café and shop sales, chargeable heritage-related and community activities, and donations.

**Appendix 2:** The former Old Clyne School pre-redevelopment.





**Appendix 3:** Location of the Old Clyne School on the A9.



**Appendix 4:** Artist's impression of the completed project.

