



JOB DESCRIPTION

Position:	Collections Manager
Reports to:	General Manager or Executive Director Estates
Salary:	Dependent on Experience
Location:	Dumfries House, Cumnock

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role

The role will involve full oversight of the historic collection within Dumfries House.



Key Tasks

Duties include but are not limited to:

- Keeping an up to date catalogue of all items on display as well as in storage.
- Organising regular reviews of the furniture to highlight any changes in the items, ensuring all items are being managed effectively and highlighting any damages.
- Organise regular cleaning of the historic rooms and historic items with the Housekeeping Team.
- Organise training for staff members across the house in the handling of furniture and discussing any routines put in place to protect the collection.
- Oversight of all loan agreements across the house.
- Ensuring all loan agreement clauses are communicated across the team and are always adhered to.
- Working with the Tours team to update on any new collection pieces and to assist in the research of the house.
- Assessing what must be done and ensuring it is done in a timely manner. Communicating effectively across the various departments to ensure all event requirements are organised and feedback to other departments.

Person Specification

The essential skills, knowledge and experience required are:

- Having a strong background in history and an understanding of the importance of the furniture is essential.
- Able to work well under pressure in a busy environment.
- The candidate must be able to work effectively across departments as the protection of the collection extends across multiple departments.
- Due to location it would be preferably the candidate would have a driving license.

Other:

- The post will be based across our site at Dumfries House, Cumnock, KA18 2NJ working within Dumfries House with the requirement to travel on occasion.
- The post is expected to be 3 days over 7, working 22.5hrs per week. This can be discussed at the interview stage.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing Date: Friday 28th of November at 5pm