



# THE BRUNEL MUSEUM

THAMES TUNNEL  
1825 - 1843

## Head of Fundraising The Brunel Museum Job Description and Person Specification



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## Head of Fundraising, The Brunel Museum

**Hours:** Full-time (8 month contract with possibility to extend)  
**Salary:** £35,000 a year (inc)

### Role Summary

The Brunel Museum in Rotherhithe is seeking to appoint a Head of Fundraising to raise funds both for the ongoing revenue costs of the Museum following the impact of the COVID19 pandemic, as well as raise partnership funding for 'The Brunel Museum Reinvented' project, currently mid way its Development Phase. The post is funded jointly by the DMCS/Arts Council Culture Recovery Fund and the National Lottery Heritage Fund and is for an 8 month term.

The Head of Fundraising post will be managed by the Museum Director and he or she will also work closely with the lead Trustee for fundraising, and be supported by other staff and volunteers as appropriate.

The Museum is located in the Engine House adjacent to the historic Tunnel Shaft of the Thames Tunnel. Completed in 1843, the Tunnel was Sir Marc Brunel's most significant achievement. He was helped by his son, Isambard Kingdom Brunel, just embarking on a prolific and famous career.

### Key Activities

Developing and implementing the Brunel Museum's fundraising strategy and action plan to an agreed timetable.

- Developing funding packages suitable for two ring-fenced target areas: 1) Organisational running costs and 2) The Brunel Museum Reinvented Project
- Preparing research briefs on trusts, trustees and corporate grant-making trusts.
- Managing a programme of approaches and bids, including developing high quality materials and applications.
- Establishing, developing and maintaining relationships with grant-makers.
- Clear and comprehensive reporting to the monthly Board meeting including updates on success against agreed targets.

### Main Duties

- Develop, manage and implement a programme of research for identifying and developing information on grant-making trusts, individuals, corporations and statutory opportunities
- Establish and manage the Brunel Museum's research resources and membership database. Use these, together with the Museum's



administrative and IT systems, to ensure that records and reports are accurate and up-to-date.

- Produce bids and applications to grant-making trusts and statutory funders including presentations as required.
- Develop existing relationships with grant-makers as well as identifying opportunities to approach potential new funders.
- Develop a broad range of bespoke cases for support and funding packages in line with large scale and multi term funding opportunities
- Creating and regularly reviewing tailored development plans for each allocated trust, identifying and analysing key information to inform actions aimed at maintaining or increasing these trusts' support.
- Monitor any successful funding applications to ensure that the Brunel Museum meets its obligations to funders regarding progress and outcomes of projects.
- Research and collate the Brunel Museum's information to support successful fundraising bids and produce reports on activity.
- Ensure that all fundraising activities comply with current and relevant legislation and follow the best practice principles set out in the Institute of Fundraising Codes of Practice.

### **General**

- Work with the Board of Trustees and Director to develop and agree monthly income targets and expenditure budgets.
- Keep abreast of relevant issues and key changes in fundraising and maintain an awareness of national developments in fundraising, and the wider charitable sector.
- Ensure that all fundraising activities are carried out in a manner which meets the Charity Commission and Institute of Fundraising requirements. Compliant with all relevant legislation and guidelines and the values of CLDF.
- Ensure the service is offered and carried out in a manner regardless of ethnicity, gender, social class, ability, religious affiliation and sexual orientation of the service users or other Brunel Museum employees and volunteers.
- Have the ability to work occasional evening and weekends as and when required
- The Brunel Museum reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The above list of responsibilities is not exhaustive and may change to meet the needs of the organisation. The post holder may also be required to carry out such other duties as may be required from time to time which are broadly consistent with the status of the post within the organisation.



## Person specification

Attributes	Essential/Desirable	Measurement
Educated to degree level or equivalent experience.	E	Application
Institute of Fundraising Certificate	D	Application
Strong IT skills including Microsoft packages - Word, Excel, Outlook and PowerPoint.	E	Application
<b>Experience</b>		
Proven track record of successful applications to statutory bodies and charitable trusts at national, regional and local level and achievement of income targets.	E	Application/Interview
Experience of managing budgets and achievement of income targets.	E	Application/Interview
Proven confident communicator with a diverse range of people, including those at a senior level within organisations.	E	Application/Interview
Proven ability to write compelling cases of support and successful funding applications.	E	Application/Interview
Sound understanding of monitoring, evaluating and	E	Application/Interview



reporting requirements.	E	Application/Interview
Experience of fundraising for museums and preferably also the engineering section		
<b>Skills &amp; Abilities</b>		
Excellent interpersonal, networking and relationship building skills and the ability to influence and motivate supporters at a senior level both internally and externally.	E	Application/Interview
Ability to prioritise demanding workloads and work under pressure to meet strict deadlines.	E	Application
Ability to demonstrate a collaborative approach and promote partnership working across different departments internally.	E	Application
Experience of working with trustees and volunteers.	D	Application
<b>Attributes</b>		
Team player. Friendly, open manner and excellent communicator	E	Interview
	E	Interview
Ability to work independently and use own initiative.	E	Interview
<b>General</b>		
Able to travel in outer London and work irregular hours, when necessary.	E	Application
Able to travel to and attend events to represent the	E	Application



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**Applying for the post of Head of Fundraising at the Brunel Museum**

Please email your CV, a covering letter - explaining why you are applying for the post and how you meet the person specification - and the names of two referees, in an email addressed to: Jane.Stancliffe@thebrunelmuseum.com. Please mark the subject line 'Head of Fundraising, Brunel Museum'.

**The closing date for applications is midnight on 30 October 2020**

We are not able to accept late applications or respond to unsuccessful ones.

The Brunel Museum, Railway Avenue, London, SE16 4LF  
[www.thebrunelmuseum.com](http://www.thebrunelmuseum.com)

Please note that The Brunel Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act.

The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.

**Note:** If you have a disability which means you are unable to meet some of the job requirements, specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be short-listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Appendix 1**

**The Brunel Museum's Charitable Objects:**

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.

**The Brunel Museum's 6 Strategic Aims 2019- 2024**

1. We will put place-making at the heart of Brunel's London story.
2. We will interpret broadly the many stories of our buildings and our collection.
3. We will bring more people to Brunel's story and legacy.
4. We will help to inspire a new generation of engineers.
5. We will encourage growth and sustainability through commercial prowess.
6. We will ensure effective governance and administration.