



## Chief Executive Officer - Job Description

An opportunity has arisen to lead a passionate and dedicated team and to bring a fresh approach to the management of an historic house, collection, and grounds. Chiddingstone Castle is a Kent landmark with a multi-layered and fascinating history dating back to the 16<sup>th</sup> century. Since 1955, the house has displayed a collection of internationally significant art and artefacts principally themed across four areas - Ancient Egypt, Late Japanese armour and lacquerware, Buddhism and Stuart & Jacobite artifacts and documents. In addition, thirty acres of grounds provide natural and recreational interest with a lake, an orangery, woodlands, lawns, borders and paths.

The Castle is owned by a registered charity charged with the preservation of the building, its contents and grounds in perpetuity for the benefit of the public. The main objective of the CEO will be to ensure the operations of the castle are economically successful and in keeping with the charity's public benefit mission. The castle is an events venue as well as a visitor attraction with associated commercial operations. These must be managed to harmonise with the trustees' vision to develop the castle's offering to the public to explore, engage, create and enjoy. As well as museum visits and ticketed events, Chiddingstone Castle's legacy and assets provide a stimulating environment for all. The charity wishes to encourage learning, research, debate and response to key themes such as decolonisation, inclusivity and equality, heritage and identity, climate change and biodiversity.

The Chief Executive Officer (CEO) will be a forward-thinking and dynamic leader of change, bringing their own experience and insight to build and operate a fresh approach. The CEO will lead a dedicated team of staff, volunteers and friends already working together to enhance and communicate the public offer, curate the collections, manage and maintain the estate in support of the declared mission and vision.

Providing direction and leadership in key areas through strategic engagement, planning, organisation, staffing and operations, the CEO will work closely with the Board of Trustees and staff to refine, develop, and implement a progressive programme for the Castle's long-term success through fundraising and conservation management of the collections, building and grounds.

### Summary of Responsibilities

Reporting to the Trustees the CEO will help to develop the strategic direction of the business and establish initiatives that harmonise with the mission of the trust. They will actively increase local, national and international awareness of the Castle and its collections.

To lead day to day operations, to include development, exhibitions and visitor services, public programming, finance and budgetary responsibility, external communications, and staffing.

To lead and manage the full-time staff, part-time staff, volunteers, and consultants.

To lead, expand and participate in all fundraising activities, including grant application writing and developing relationships with foundations, corporations, and individual donors in line with financial objectives of the charity.

To act as a spokesperson and chief advocate for Chiddingstone Castle. To maintain and enhance the existing strong partnerships in the community and develop new ones. To build upon the Castle's public image to expand interest and support.

To lead the overall development of public relations and marketing initiatives. To develop an effective communications plan to raise the profile of the castle and to manage, secure and maintain the property, collections and facilities of the Castle.

### **Required Qualifications**

- Minimum education requires a bachelor's degree.
- Experience in a museum, non-profit organisation, or business with significant experience at a senior managerial level preferred.
- A good grasp of charity law and how business operates under charitable ownership.
- Ability to provide strong leadership, vision and advice on strategic direction. Experience developing and implementing strategic plans.
- Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organisations, as well as a history of involvement in relevant professional organisations.
- Strong record of success in fundraising and audience development.
- Demonstrated excellence in writing and public speaking.
- Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
- Competence in managing operations, including HR matters. Demonstrated ability to supervise, as well as to work successfully with staff, volunteers, and diverse public constituencies.
- Evidence of success in developing and managing an annual operating budget. Strong business management skills.
- Excellent planning, time management and decision-making skills.
- Working knowledge of spreadsheet, database, email, scheduling, and word processing software.
- Willingness to work a variable schedule, including weekends and evenings when needed.

Salary is commensurate with experience. Competitive benefits package. Chiddingstone Castle is an equal opportunity employer. For further information about the castle please visit our web site at [chiddingstonecastle.org.uk](http://chiddingstonecastle.org.uk)

### **How to Apply**

Please email, in PDF format, your cover letter, CV and contact information of three professional references to

**[trustees@chiddingstonecastle.org.uk](mailto:trustees@chiddingstonecastle.org.uk)**

Applications will be accepted upto 30 January 2024 or until the position is filled.