

Candidate Pack Records Manager

Full-Time, 40 hrs per week
Fixed Term Contract – 12 months



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

The **Records Manager** will play a key role in reviewing and updating the museum's records management policies and procedures, while championing best practice in record-keeping across the institution. They will support the preservation and effective management of the institution's digital records and work closely with the Archivist to appraise, select and transfer paper-based records to the Archive for permanent retention.

This is an exciting opportunity to work collaboratively with colleagues across the Wallace Collection at a time when the museum is reviewing and developing its approach to digital records management. The Records Manager will play an important role in supporting this work and helping to develop effective, sustainable approaches to records management across the institution.

This role reports to the Director of Collections and Research.



Role description

General

- Review and update existing records management policies, procedures and standards to ensure they reflect current best practice and regulatory requirements.
- Survey current filing and records management practices across departments and develop clear guidance to promote consistency across the institution.
- Develop and implement a digital preservation policy to support the long-term accessibility, integrity and preservation of born-digital institutional records.
- Advise on Electronic Document and Records Management System (EDRMS) solutions and support the planning and implementation of any future system migration.
- Review and implement records disposal policies and retention schedules, including the appraisal and selection of records for permanent preservation.
- Ensure the museum's records management practices comply with relevant legislation, including the Public Records Act, Freedom of Information Act and Data Protection Act.
- Assist with the sorting, appraisal and management of paper-based institutional records, including the identification of records for transfer to the Archive.
- Provide guidance and advice across the museum on best practice in the management, retention and disposal of the Wallace Collection's institutional records.
- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.



Person specification

Essential

- Postgraduate qualification in Archives and Records Management and experience of Records Management, preferably within a heritage organisation.
- Experience of managing shared drives and/or Electronic Document and Records Management systems, such as SharePoint.
- Proficiency working with standard business software including MS Office applications (Word, Excel, Outlook, PowerPoint).
- Working knowledge of the Public Records Act, the Freedom of Information Act and Data Protection Act.
- Excellent communication skills, both verbal and written.
- Experience of archival appraisal and the selection of institutional records for permanent retention as Public Records.
- Experience of cataloguing institutional records to accepted standards.
- Ability to work accurately, with a close attention to detail.
- A flexible approach and an ability to work independently and as part of a team.

Desirable

- Interest in the history of the Wallace Collection and its holdings.
- Experience of migrating documents and data from shared drives to SharePoint (or other Records Management System).



Salary, benefits and working hours

The salary for this role £42,000.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **NEST Pension Scheme**
- **Interest free loans after six months satisfactory service**
 - Interest free season ticket loan
 - Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
 - Services available 24/7 and 365 days per year to all employees
 - Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, requests for part-time working will be considered. We are open and flexible about discussing the agreed working days and schedule, subject to the operational requirements of the Department.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **11/10/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **19/10/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



