JOB DESCRIPTION

**Job Title** Collections Mover (Temporary) x 2 posts

**Department** Collections

**Term** Fixed term, full-time (37.5 hours), 1 November 2025 – 31 January 2026

**Salary range** £12.21-£14 per hour depending on experience

**About the Food Museum**

The Food Museum connects people with where food comes from and the impact of our food choices: past, present and future. We use our collections, buildings, landscape and programmes to explore our main themes: Grow, Make, Eat.

We work with a wide range of partners to produce inclusive and diverse programming which speaks to 21st-century audiences. We want everyone to see themselves reflected in the work we do. We aim to be relevant, challenging and sustainable.

We care for 17 historic buildings set in 84 acres of countryside, in the heart of Stowmarket, Suffolk. The museum is a charity supporting the community and we undertake a wide range of social projects and programmes. We seek to maintain high professional standards in the presentation and protection of our collection, buildings and site and continually improve our practice.

**Purpose of the Job**

The purpose of the post is to help us to move objects back into our newly refurbished Collections Store. The Collections Mover will work as part of a team to move and record a wide variety of objects of all shapes and sizes as part of the museum’s collections storage upgrades and improvements to our collections care.

**Who are we looking for?**

We are looking for someone with practical skills, good spatial awareness, and physically capable of lifting objects and working at height to adjust racking shelving. You will be confident in using a computer to accurately search for and record information using the museum’s collections management software. You will be proactive, organised, safe and methodical in the way you work. You will have good people skills, enjoy working in a team, and feel confident enough to lead groups of volunteers.

**What will the job involve?**

1. List of specific duties:
2. Work collaboratively to plan and coordinate the movement of objects with the staff team and volunteers assisting with the project, ensuring the safety of people and care of objects
3. Inspect, handle, consolidate and move objects securely and safely both in the store and across the site (which will be open as a visitor attraction). Use moving equipment such as pallet trucks and work alongside the forklift operators. Objects range from medium to large size, most are on a pallet but some are too large or unusually sized and need initiative and planning to move.
4. Update our online collections management database (eHive) with details of object movement and storage locations
5. Be up to date on health and safety requirements and forklift operating procedures; check the forklift daily to ensure it is in good working order, keep working and storage areas clean, keep emergency access routes clear and report/help to solve any defects immediately
6. Respond responsibly in the event of an emergency or incident on the museum site
7. Maintain a broad knowledge of the museum including key visitor information and an understanding of the projects which are going on across the museum
8. Key relationships will include the Collections Manager, Collections Care Assistant and other Collections Mover.
9. **This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.**
10. The post-holder must be aware of and abide by the museum's policies and procedures. All staff must work in such a manner as to ensure their own safety and the safety of others – including members of the public – and report to their manager any hazards, dangerous occurrences or dangerous equipment they see, and any accident they are involved in or that they witness.

**Skills and Experience – what we require**

If you are unsure about any of this or would like to talk to someone about whether your experience is applicable, please get in touch.

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| **Essential criteria – you need to have these** | **How this will be assessed** |
|  | Physically capable of doing the job – this is a hands-on role moving objects and a good level of physical fitness as required by a full UK driving licence including good vision and hearing, and full movement of the body, neck and limbs | Application form and interview |
|  | Confident using a computer – able to use Microsoft Office programmes, confident using the internet and a database to search for and enter information accurately | Application form and interview |
|  | Good communication skills; a team-player who is able to work with others to co-ordinate planning and listen to instruction but can also teach and direct others clearly. | Application form and interview |
|  | Methodical in approach to work, with the initiative to move and site objects logically and safely | Application form and interview |
|  | Good spatial awareness and understanding of the importance of health and safety in the workplace | Application form and interview |
| **Desirable criteria – it would be a bonus to have these** |
|  | Practical experience in object handling, packing and movement including movement equipment such as pallet trucks | Application form and interview |
|  | Experience of working with museum collections | Application form and interview |
|  | Experience of using eHive or a similar collections management system | Application form and interview |
|  | Full UK driving licence | Application form |
| **Behaviours – how we expect you to act** |
|  | Be creative and imaginative: identify opportunities to deliver added value, be inquisitive and thoughtful; be able to solve problems and think for yourself | Interview |
|  | Be effective and efficient: take responsibility for managing own work; stay focused on getting the job done; have a can-do approach; plan and think ahead and make decisions mindful of their cost | Interview |
|  | Be tactful and collaborative: work well and supportively with other staff, volunteers and external people | Interview  |
|  | Communicate clearly: be precise, fair and unemotional – especially when dealing with difficult issues. Think about how to talk to people to get the best out of them. Listens to and respects diverse voices. | Interview |

**Additional Information**

**Terms and Conditions**

1. Your normal hours of work will be 37.5 per week, excluding breaks of an hour. This is likely to be 9:00–17:00, in line with the rest of the project team.
2. Occasional weekend work may be required for which leave in lieu will be granted.

**Benefits**

* The annual leave allowance is 30 days per annum (inclusive of 8 public holidays) pro rata. After two years of service, holiday entitlement will rise by a day, reaching a maximum of 33 days after five years of service.
* The museum has a pension plan to which the successful candidate will be signed up.
* As a member of staff, you are entitled to free personal entry to the museum and for museum-organised ticketed events which take place on site.
* Nominated Guest Pass: You can nominate another adult (partner, parent or friend) to receive a pass to site. Any dependent children under 18 can also be issued with a free pass.
* 20% discount in the café. There is also a staff menu with reduced prices on fixed takeaway deals.
* 10% discount on shop products.
* Free tea and coffee
* Free parking in the museum’s car park

**Scoring**

We will score candidates against the criteria listed under ‘Skills and Experience’. The top-scoring candidates will be invited to interview. It is essential that your application form addresses the criteria fully. The Museum is committed to equal opportunities and welcomes applications from candidates of any and all backgrounds. As part of our commitment to diversifying the workforce, we offer guaranteed interviews to people from diverse cultural backgrounds and candidates who have hidden or physical disabilities who meet the essential criteria.

**To Apply**

1. Please apply using the museum’s application form only. We will not look at CVs or additional documents which are submitted.
2. In the personal statement section, please list the criteria under ‘essential’ and ‘desirable’ and set out how your experience relates to the things we are looking for.
3. Please label your application form with your name and submit it in either Word or as a pdf.
4. You need to complete a separate Recruitment Monitoring Form and submit it with your application. Please label this RMF and add your initials, as in ‘RMF XX’
5. Email both completed forms to jobs@foodmuseum.org.uk

**The closing date for receipt of applications is Wednesday 24 September 2025 at midnight.**

**Interviews will take place on Wednesday 8 October.**