



THE TANK MUSEUM

## Parts Coordinator

### Role Description

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The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.

The Museum houses some 350 tanks, which represent moments in every major conflict since the First World War.

Our moving exhibitions tell the story of this British invention; from the mud of the Somme, to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Over 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from around the world.

The collections of this Accredited and Nationally Styled Museum (which include weapons, uniforms, memorabilia, documents, personal papers, images, and books - alongside the vehicles themselves) are Designated as being of outstanding national importance.

Additionally, The Tank Museum's Archive and Library is a recognised place of deposit for the National Archive.

Over the past decade, the Museum has transformed itself into a leading 21st century military museum and first-class visitor attraction, capitalising on its online reach to develop a supporter base across the globe.

The Tank Museum was founded in 1923 as a teaching resource for the Tank Corps. They had made their home in Bovington during the First World War, and it was here that many of the first tank crews were trained.

Bovington remains home to The Royal Armoured Corps - and The Tank Museum is an independent registered charity which is the museum of both the Royal Armoured Corps and the Royal Tank Regiment.

### Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking and flexible to challenges.

- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.
- **We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our ethical grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

## **The Workshop**

The purpose-built Tank Museum Workshop facility opened in 2018 to provide a state-of-the-art engineering facility where our historic vehicles are conserved, maintained, and restored for the Museum. The Museum's historic running collection is used in arena displays.

The post holder will work with the Workshop Manager, Vehicle Project Manager, and the Workshop Team Leaders, who are responsible for the care of the Museum's vehicle collection, to ensure that the vehicle spares are catalogued, stored appropriately and available for vehicle projects. The Tank Museum currently operates a running collection of 55 vehicles ranging from light unarmoured vehicles up to heavy Main Battle Tanks. There is a commitment to support this running collection into the future. This role will ensure availability of suitable spares to support this commitment through current stocks and future acquisitions.

The Parts Coordinator will be responsible for taking stock of the items currently being held and making recommendations for retention, refurbishment, or removal. The role will be responsible for implementing efficient storage and supply strategies. This is a new role and the Parts Coordinator will set process and procedure for ongoing parts storage and retrieval.

The Parts Coordinator is a key post in the Museum Workshop, reporting to the Workshop Manager they will act as an integral part of the workshop management team, offering an excellent opportunity in the development of the workshop facilities, and the care of the collection. Ensuring that The Tank Museum establishes itself as a centre of excellence in the conservation, maintenance, and restoration of historic armoured vehicles.

## Role Profile

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|-----------------------------|---|
| <b>Role Title</b>           | Parts Coordinator   |
| <b>Department</b>           | Workshop - Collections  |
| <b>Key Relationships</b>    | Workshop Manager, Vehicle Project Manager, Workshop Team Leaders.   |
| <b>Overall Role Purpose</b> | To implement strategy for cataloguing and assessing current stocks. To recommend retention, refurbishment or removal of stock. Responsible for implementing storage solutions for current and incoming stock. To develop relationships with parts suppliers and engineering resources and to ensure sustainable vehicle operations.   |
| <b>Key Accountabilities</b> | <p><b>Working with Others</b></p> <ul style="list-style-type: none"> <li>• Work with workshop staff and volunteers to identify, catalogue, assess and store spares for The Tank Museum’s running collection.</li> <li>• Lead and demonstrate best practice in a stores environment.</li> <li>• Create effective working relationships within the Workshop department and with external suppliers.</li> <li>• Present findings in a clear and concise manner.</li> </ul> <p><b>Parts Management:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a spares storage strategy.</li> <li>• Ensure parts and consumables are identifiable and available for the Museum’s running collection.</li> <li>• Identify over-stocked items and implement a disposals process.</li> <li>• Identify any additional resources required to sustain the running collection.</li> <li>• Work with the workshop team to identify future requirements and ensure timely procurement when necessary.</li> <li>• Establish working relationships with external stakeholders and suppliers.</li> <li>• Develop a parts strategy in dealing with hazardous materials (for example: asbestos, fire extinguishers and radiation).</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• Ensure workshop stores facilities, equipment and procedures are compliant with Health &amp; Safety Standards.</li> <li>• Creating, implementing, and monitoring all Risk Assessments and Standard Operating Procedures relating to stores operation and parts management.</li> </ul> <p><b>Facilities management</b></p> <ul style="list-style-type: none"> <li>• Ensure the stores are kept clean and organised.</li> <li>• Ensure that equipment within the stores is inspected and maintained for safe use.</li> <li>• Manage contracts with external suppliers and contractors.</li> </ul> |
|                             | The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.   |

## Person Specification

|                               | <b>Essential</b>   | <b>Desirable</b>   |
|-------------------------------|--|--|
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>• Good standard of Education</li> </ul>   | <ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Facility or store management qualifications</li> <li>• Health &amp; Safety qualifications relevant to stores operation</li> </ul> |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>• Managing or working at a senior level in a stores facility</li> <li>• Use of Microsoft Excel and other IT applications</li> <li>• Managing Health &amp; Safety in a stores environment</li> </ul>   | <ul style="list-style-type: none"> <li>• Forklift Truck Operator</li> <li>• Experience of the museum and heritage sector</li> <li>• Managing and leading a team</li> </ul>                                     |
| <b>Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>• Ability to set process and procedures</li> <li>• Project management skills</li> <li>• Organisational skills</li> <li>• Knowledge of industrial parts use</li> <li>• Knowledge of technical databases</li> <li>• Ability to report and present information</li> <li>• Good communication skills both written and verbal</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of 20<sup>th</sup> Century History</li> <li>• Conservation skills</li> <li>• Hands on engineering skills</li> </ul>   |
| <b>Personal aptitude</b>      | <ul style="list-style-type: none"> <li>• Driven</li> <li>• Attention to detail</li> <li>• Good communicator</li> <li>• Ability to be flexible</li> <li>• Team player</li> <li>• Ability work on own initiative</li> </ul>  | <ul style="list-style-type: none"> <li>• Interest in the history of tanks and armoured warfare</li> </ul>  |
| <b>Disposition</b>            | <ul style="list-style-type: none"> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Creative</li> </ul>  |  |
| <b>Other requirements</b>     | <ul style="list-style-type: none"> <li>• Flexibility to work evenings and weekends when required</li> <li>• Current driving licence</li> </ul>   |  |