

Role Profile

Job Title:	Historic Ships Manager
Department:	Conservation (Museum Operations Directorate)
Reporting:	Head of Conservation
Location:	NMRN HQ (Portsmouth)
Date:	August 2025

NMRN Vision and Mission

Vision: To be the world's most inspiring Naval Museum, Linking Navy to Nation

Mission: Inspiring enjoyment and engagement with the continuing history and modern roles of the Royal Navy and the Royal Navy's impact on shaping both our nation and the modern world

Primary Job Purpose

To lead the operational delivery of the National Museum of the Royal Navy's conservation and maintenance activities across its fleet of historic ships in Portsmouth, Belfast and Hartlepool.

Lead the development and delivery of long-term plans for ship conservation and maintenance in line with strategic direction set by the Head of Conservation.

Oversee the day-to-day planning, coordination and execution of all technical work related to the care, preservation, and repair of historic vessels and their supporting dock and jetty infrastructure.

Manage internal teams and external contractors to ensure that all work is carried out to the highest professional, safety, and heritage standards.

Support the team delivering the HMS Victory: The Big Repair conservation project, ensuring alignment with overall conservation priorities and contributing to its successful implementation.

Support audience engagement by ensuring conservation activity is delivered in a way that enables safe access and public understanding.

Share knowledge and insight into ship construction, history and conservation practice through research, interpretation and sector engagement.

Decision making authority and freedom to act

Plans the cyclical conservation work required by NMRN's Historic Ships, and maintenance work required, in accordance with Conservation Management Plans.

Autonomy to prioritise and deliver projects within approved frameworks.

Prepares business cases for approval.

Advises and escalates issues to the Head of Conservation.

Contributes to the delivery of the Corporate Plan.

Financial responsibility

Delegated authority for conservation and project budgets (Band D).

Authority to procure / enter contracts to a value of £25k.

To agree and operate within the NMRN budget for staff costs and non-staff costs relating to the Historic Ships function.

To report on performance to the Head of Conservation.

To manage budgets for historic ship conservation and maintenance, as delegated.

To be responsible for accurate financial planning, tracking, and reporting within the Historic Ships function.

To work with the Resources Directorate to ensure accurate and timely financial reporting and forecasting within area of delegated authority.

Ensure all colleagues within the team comply with the National Museum's finance and procurement policies.

Information systems

Leads team meetings and establishes structures for effective communication.

Ensure all conservation and maintenance activity is documented to professional standards using NMRN's information systems, including photographic records and technical documentation.

Produce reports for NMRN boards and committees and oversee reports from external professional teams.

Attends monthly Conservation and HMS Victory project meetings.

Join project teams as appropriate.

Leads meetings and communicates across the Museum as appropriate.

Ensure all information systems are operated in accordance with NMRN policy and procedures and comply with General Data Protection Regulations (GDPR).

Health and Safety

Lead on compliance for historic ship operations and conservation activities.

Draft, implement and monitor the Historic Ships Safety, Health and Environmental (SHE) Plan.

Ensure all work complies with legal, conservation, and health and safety standards.

Undertake Health and Safety responsibilities for line managers detailed within NMRN Health and Safety policy, ensuring direct reports / team work in a safe manner and adhere to relevant safe working practices and procedures.

People management

Acts as a positive role model always demonstrating the NMRN values and behaviours whilst acting to enhance the National Museum's reputation and ensuring its collections are protected for future generations.

Lead, inspire, and develop the team to ensure effective delivery and team resilience.

Line manages Electrician, Painters and Shipwrights.

Procures and manages external contractors in delivering specialist planned conservation and maintenance activities.

Support the training, mentoring and development of volunteers involved in ship-related work.

Support staff development and succession planning.

Ensures effective team management, and good people management practices are in place, and procedures are reviewed regularly, enabling the business to be delivered in the most cost effective and efficient ways.

Motivates, inspires and influences others, providing effective leadership to support individuals and the team to develop and reach their full potential.

Ability to adapt leadership style as required to work across the Museum and its sites.

Effectively delegates to support individual and team development to achieve team and strategic objectives.

Ability to work within and effectively contributes to a variety of teams.

Ability to coordinate, plan and chair meetings.

Developing knowledge of own work area to positively share with colleagues.

Equity, Diversity and Inclusion

Demonstrates inclusive leadership, embracing diversity and promoting equity. Creating an inclusive workplace where everyone can feel safe and comfortable to bring their whole self to work.

Promoting a working environment where everyone can feel safe to contribute their ideas and viewpoints and to achieve their full potential.

Communication and relationships

Works closely with the Head of Conservation, Principal Rigger and Principal Conservators to ensure all conservation and repair work to ships is scheduled appropriately.

Works closely with site General Managers, the Deputy Project Director: HMS Victory, and site facilities managers.

Collaborate with colleagues across directorates.

Maintains productive working relationships with trustees, partners, external contractors, and sector bodies.

Represents the Museum in conservation matters through lectures, research, publications, and media appearances.

Ability to positively represent the Museum to visitors and external organisations.

Knowledge, Skills and Experience

Subject	Mandatory
Knowledge and skills	Specialist knowledge of the conservation, construction, and operation of historic vessels.
	Considerable knowledge of heritage project planning, including emergent and preventative work.

	Knowledge of professional disciplines and services relevant to ship conservation. In depth knowledge of Health and Safety compliance within a shipyard or heritage context. Demonstrable project management skills. Strong verbal and written communication skills.
Experience	Proven track record of delivering ship conservation or heritage projects. Experience of budget management. Leading, managing and motivating multidisciplinary teams. Experienced in contractor procurement, specification writing, supervision, and delivery. Experience engaging with external stakeholders and communicating complex technical matters to varied audiences. Experience contributing to the re-interpretation and presentation of historic ships. Ability to organise and prioritise workload to meet changing demands and comply with tight deadlines.

These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.

I have read and fully understand the above Role Profile

Agreed by Date:..... (Employee)

Approved by: Date:.....(Line Manager)