



AMOT was established in 1954 to promote and foster regimental and military tradition through the establishment and maintenance of regimental and army museums. This support is now provided by AMOT through grants, advice, advocacy and conferences to collections and archives which tell these stories.

COMMUNICATIONS and GOVERNANCE MANAGER, AMOT

(2-days per week)

JOB DESCRIPTION

Remuneration: 2 days per week £11,600 (equivalent to £29,000 per annum for a 5-day week)

Hybrid working, to include 1 office day per week (in Camberley)

Responsible to: Business Manager AMOT (or in their absence, Vice Chair AMOT)

KEY RESPONSIBILITIES

1. To work closely with the Business Manager and the Museums and Heritage Adviser.
2. To facilitate Trustee Board meetings and Committee meetings, including booking meeting rooms, arranging accommodation where appropriate and acting as Board Secretary to take minutes, distribute agendas and organise meeting papers.
3. Responsibility for ensuring the AMOT Committees meet all governance requirements.
4. To facilitate the proper administration in the induction of new Trustees.
5. To identify and distribute training opportunities to Trustees and to maintain a central record of training undertaken.
6. To support the Vice Chair in areas of Trust governance. In coordination with lead Trustees, update and review AMOT policies as necessary.
7. To contribute to the coordination of the AMOT annual conference.
8. To lead on AMOT communications to the network, wider heritage sector and key stakeholders. This includes:
 - a. Attends Communications Committee meetings and contributes to discussion about AMOT communications strategy, including key messages and stakeholder engagement.
 - b. Create and publish content for AMOT social media platforms: Facebook, LinkedIn, BlueSky and Twitter.



- c. To uphold and strengthen the style and brand awareness of AMOT throughout all communications.
 - d. In close liaison with the Business Manager and Communications Committee, create and distribute the AMOT monthly e-newsletter sharing content from AMOT and our network
 - e. Contribute to creation of the AMOT Annual Review
 - f. Update and create content for the AMOT website, in liaison with the Communications Committee and Trustees.
 - g. Retain communications with AMOT Grant recipients for progress reports and final reports for publication on AMOT social media, website and AMOT Annual Review.
9. To assist the Business Manager with other appropriate administrative tasks as required and to undertake other appropriate duties as requested by the AMOT Chair, or Vice Chair.

PERSON SPECIFICATIONS

Essential

1. **Proven experience in governance administration**, including supporting boards or committees, preparing agendas, taking minutes, and ensuring compliance with governance requirements.
2. **Excellent communication skills**, both written and verbal, with the ability to produce clear, engaging content for newsletters, social media, and stakeholder communications.
3. **Proficiency in digital tools and platforms**, including social media management, website content updates, and e-newsletter systems.
4. **Strong organisational and time-management skills**, with the ability to manage multiple priorities, coordinate meetings, and deliver tasks accurately and on time.

Desirable

1. **Experience in the heritage, museums, or cultural sector**, with an understanding of sector-specific governance and communication needs.
2. **Event coordination experience**, such as organising conferences, training sessions, or stakeholder engagement activities.

Next Steps

Please send your CV and covering letter setting out your relevant experience to Clarinda Snowball at Clarinda.snowball@armymuseums.org.uk by **Friday 9th January**. Preferred start date in January.

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