

G R E G Y N O G



BRIEF

COLLECTION ENGAGEMENT OFFICER

Reissued 18 May 2025

Region: Wales

Job Type: Fixed-term direct employ

Salary: £18,000 0.6FTE (Full time equivalent £30,000)

Benchmarked against Amgueddfa Cymru-Museum Wales salary grade E.

Pension 4%-4% employer-employee

Location: Gregynog, Powys, Wales, SY16 3PL

Contract: 9 months July 2026 – May 2027 (with the possibility of extension subject to funding)

Hours: Flexible 21 hours/ week with a minimum of two days/ week on site

Gregynog Hall wishes to appoint a collections specialist as part of The National Lottery Heritage Fund project, *Raise the Roof!*

<https://gregynog.org>

Deadline for applications: 9.00 22 June 2026

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1.0 Background

About the Gregynog Trust

The Gregynog Trust was incorporated on 15th November 2016 as Private Limited Company Number 10479711 and granted Charitable Status by the Charity Commission on 30th November 2018 - registered Charity Number 1180943.

Gwasg Gregynog Fine Press although housed at Gregynog, is currently a separate Limited Company. The Gregynog Trust is in negotiation to take full ownership of it in 2026. The Gregynog Music Festival is a separate limited company, and Gregynog Young Musicians are a separate charity, and not part of the Trust.

About Gregynog

Gregynog is a 750-acre estate which includes the Grade II* listed Hall, early concrete structures and William Emes and later Dame Sylvia Crowe landscaped gardens, along with a large Site of Special Scientific Interest (SSSI), designated nature reserve and arboretum, Gwgia reservoir, a lake, farmland and buildings. Gregynog's ancient sessile oak woodlands form part of the National Forest of Wales.

While Gregynog's history reaches back centuries, it is perhaps best known for its 20th-century occupants, sisters Gwendoline and Margaret Davies. These two remarkable philanthropists, social entrepreneurs and renowned art collectors played a vital role in Welsh cultural, educational and social history and made Gregynog their home.

Gregynog Trust is committed to the care, refurbishment and enhancement of this important historic house and working estate. We have so far raised around £800K to contribute to our nature conservation, refurbishment of our Walled Garden and access to our historic gardens. The Trust has begun work on the Heritage Fund supported development phase of its £5m Raise the Roof Campaign – which will see a major step forward in transforming the Hall and the special fine and applied art collections within.

We welcome visitors, to host and originate stimulating conferences and debate, develop new activities and to enjoy a restorative environment. We value our history and, in the spirit of the vision extolled by its former owners, Gregynog will continue to play an important role at the heart of Wales and the wider economic, social and cultural life of Wales for future generations. Our care and refurbishment of Gregynog will see us share its magic and create Wales' most welcoming home for nature, learning and the arts.

2.0 Raise the Roof! Project

Raise the Roof is a ~£5 million capital project. The capital works programme focusses on the urgent and critical repair of the Gregynog Hall roof which is nearing the end of its useful life. Associated works will repair or replace rainwater goods, fascias and bargeboards, and undertake essential groundworks to improve drainage. The project also gives the opportunity to make adaptations for climate change and improve accessibility infrastructure. Repairing the roof is the first step in Restoring the Hall, securing this magical place for future generations and unlocking its wider potential.

Alongside the capital works, the project invites people to engage with the remarkable story of the Davies Sisters at their former home, through their collections, and within Gregynog's outstanding natural surroundings. The wider project will undertake organisational development work to support the Trust's long-term sustainability; establish a reinvigorated music and festival programme and a series of vibrant arts- and nature-focussed events; build and strengthen partnerships with aligned organisations and the local community; develop an interpretation strategy for the estate; and develop and deliver a volunteering programme to support the sustainability of the Trust.

Funding has been secured from The National Lottery Heritage Fund, Architectural Heritage Fund, Pilgrim Trust and Historic Houses Association to support the project's £961,591 Development Phase and we are now building our project team.

Architect and Design Team Lead Buttress <https://buttress.net/>

Project Management Lode Heritage <https://www.lodeheritage.com/>

Interpretation Consultant & Activity Plan Headland Design <https://www.headlanddesign.co.uk/>

Evaluator The Audience Agency <https://theaudienceagency.org/en>

We are currently onboarding a Business Planner and Fundraising Consultant to complete our project team.

3.0 Role Description

The role will support and develop the reputation of Gregynog as a thriving centre for the arts, creativity and nature. It will be a key role in increasing the visibility of and access to Gregynog and its collection and supporting the delivery of The National Lottery Heritage Fund funded Raise the Roof project.

Collection Management

3.1 Develop a collection care strategy for the care, conservation, documentation and digitisation of the Gregynog Trust object collections and historic interiors, in line with UK standards in the care, documentation and management of collections, collections and loans policies and emergency planning

3.2 Develop a collection care action plan to support this strategy and identify and cost a programme of priority works for inclusion in the Raise the Roof project's Delivery Phase

3.3 Manage the general library, private press books collection, and archival materials

3.4 Work with colleagues to monitor and maintain the safe display of the historic interiors to best advantage at all times

Collection Access

3.5 Facilitate public access to the Gregynog Trust collections, library and archives and answer research enquiries

3.6 Manage image requests for external publications and loan requests for object loans

3.7 Support the Raise the Roof project team to access collections, library and archives, images and information, undertaking research to support project plans, interpretation and public and learning programmes as necessary

3.8 Maintain and review risk assessments, health and safety and other policies to safely manage the display, sharing and exhibiting of collections.

3.9 Contribute to Gregynog's online presence through the website and through social media posts as well as more in-depth blog entries for the website.

Collection & Curatorial Volunteers

3.10 Develop and manage an active and accessible volunteer programme to support the care, interpretation and development of the collections, library and archives

3.11 Develop and manage an active and accessible volunteer programme to support the development and delivery of public programmes at Gregynog Hall

Advocacy

3.12 Liaise with external institutions and organisations such as Amgeuddfa Cymru, National Library of Wales and ArtUK as necessary

3.13 Investigate and take forward opportunities for funding for projects and displays, write grant applications relating to collections, libraries and archives as necessary

3.14 Seek and encourage networking and development opportunities with high-profile organisations and individuals to inform and develop Gregynog's future activities / programming.

3.15 Assist Gregynog Enterprises Limited to develop and manage commercial activities connected to the collections, library and archives (for example licensing, merchandise, selling exhibitions, paid-for activities &c.) whilst maintaining best practice standards in collections care

Other duties

3.16 Carry out all activities in line with Gregynog Equality and Diversity and Health and Safety policies.

3.17 Contribute to The National Lottery Heritage Fund Development Phase review and progress meetings as requested

3.18 Any other reasonable duties requested commensurate with the grade of this role.

4.0 Other conditions of appointment

4.1 The copyright on all materials produced in post remains the property of Gregynog Trust and its project partners. Gregynog Trust shall be entitled to use said materials as they see fit and without limitation.

4.2 All work produced must support both the Charity and the funder's requirements. All work should be shared with partners as directed by the Charity.

5.0 Person Specification

Essential
Experience
Experience of collections management and arts and heritage curation in an arts organisation or public gallery/museum/heritage site or similar
A good working knowledge of fine and decorative art, libraries and archives.
Experience of engaging audiences with heritage collections and/or historic estates
Experience of initiating and managing projects
Experience of supporting the development of external funding bids
An understanding of the potential of Gregynog's history, collection and landscape as a resource for research and audience engagement.
Skills and Attributes
The ability to organise and structure visual and written information, and to develop accurate and engaging content within tight deadlines.
Excellent communication skills, both written and oral
Confident working across and developing content across multiple platforms, physical and virtual.
Ability to think creatively and make links between the collection and people's lived experiences.
Excellent organisational skills, including the ability to prioritise workloads, multi-task, work with competing deadlines, and to deliver projects to time and budget.
Excellent interpersonal skills and the ability to relate to a diverse range of people from a wide range of backgrounds
Excellent team working skills, with the ability to both lead small teams and work within a

team.
An agile and flexible approach to working across concurrent projects.
Desirable
Experience of managing volunteers
The ability to speak and write Welsh

6.0 Application Process

6.1 For all enquiries and to apply please contact:

Dale Copley, Project Manager

hello@lodeheritage.com

07841870445

Please provide:

- A cover letter (no more than 2 sides of A4 in total) describing your suitability for the role and detailing relevant previous experience
- A full CV
- Details of two referees who will be contacted if you are invited to interview

6.2 Gregynog Trust reserves the right to undertake interviews ahead of appointment.

6.3 Gregynog Trust reserves the right to not appoint if no suitably qualified candidate applies.

7.0 Assessment Criteria

	Assessed by:	
Experience	Application/ Interview	50%
Skills and attributes	Application/ Interview	50%

INADEQUATE	Completely fails to meet required standards or does not provide a proposal.	0
POOR	Proposal significantly fails to meet the required standards, contains significant shortcomings and/or is inconsistent with other proposals.	1
LESS THAN SATISFACTORY	Proposal falls short of achieving required standards in a number of identifiable respects and leads the evaluator to make assumptions.	2
SATISFACTORY	Proposal meets the required standards.	3
GOOD	Proposal meets the required standards in all material respects and demonstrates a good understanding of the requirements.	4
EXCELLENT	Proposal meets the required standard in all material respects and exceeds some or all the major requirements.	5

ENDS