



## **Falmouth Town Council**

### **Cultural Services Director – Maternity Cover**

**May 2026**



# INTRODUCTION FROM FALMOUTH TOWN CLERK

Dydh da,

Thank you for your interest in the role of Interim Cultural Services Director at Falmouth Town Council.

This is a pivotal moment for Falmouth. As one of the South West's most vibrant cultural towns, we are building on a strong foundation to deliver something even more ambitious: a cultural service that is inclusive, resilient and nationally recognised for its impact.

Our Library and Art Gallery are already at the heart of community life - trusted, well-used and highly valued. But we are not standing still. With a new Cultural Strategy for 2026–2030, plans to transform our historic Municipal Building, and aspirations linked to Falmouth's future as a potential Town of Culture, we are actively reshaping what cultural provision can look like in a modern coastal town.

This role offers a rare opportunity to step into a senior leadership position at exactly the point where strategy meets delivery. We are looking for an experienced and confident leader who can maintain momentum, provide clarity of direction, and work collaboratively with our talented team and partners to move key priorities forward.

You will need to be both strategic and hands-on, equally comfortable supporting staff and engaging stakeholders, while also navigating funding opportunities, partnerships and service development. Most importantly, you will share our belief that culture should be accessible to all, and that it has a vital role to play in wellbeing, learning and community cohesion.

Falmouth Town Council is an ambitious and collaborative organisation, and we are proud of the difference we make locally. This is an opportunity to contribute to that impact in a highly visible way, within a town that values and celebrates its cultural life.

We look forward to hearing from you.

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Mark Williams FGC FSLCC

**Town Clerk**

# FALMOUTH TOWN COUNCIL



Falmouth is one of the South West's most distinctive and creative coastal towns, with a population of approximately 26,000. Its identity is shaped by its maritime heritage, thriving creative sector, and strong sense of community.

Falmouth Town Council is one of the largest town councils in the UK and plays a central role in shaping the town's future. Working in partnership with Cornwall Council and a wide range of stakeholders, the Council is recognised for its collaborative, ambitious and community-focused approach.

## Falmouth Town Council Strategic Plan 2023 – 2027

### Our Vision:

Falmouth will be a distinctive, vibrant, resilient, inclusive and well-balanced attractive sea-port town. It will form part of the sustainable social and economic heart of the wider Falmouth / Penryn Community Network, serving an important strategic role in enabling Cornwall's economy to reach its full potential and responding effectively to climate change.

### Our Broad Aims:

- To enhance the town and maintain its excellent qualities
- To balance the competing needs for growth and development with protection and enhancement
- To promote development that is sustainable socially, economically, and environmentally

## Cultural Services Directorate

### Vision & mission

**Vision:** To be an empowering voice for creativity, learning and connection in our communities.

**Mission:** Creating spaces to come together in, enabling people, ideas and cultures to flourish.

Cultural services sit at the heart of the Council's strategic plan and include:

- [Falmouth Art Gallery](#) – an award-winning, free gallery with an internationally recognised collection of over 2,000 works
- [Falmouth Library](#) – a trusted, community-focused library service

- Youth services and outreach programmes
- Education and learning provision
- Heritage and cultural programming

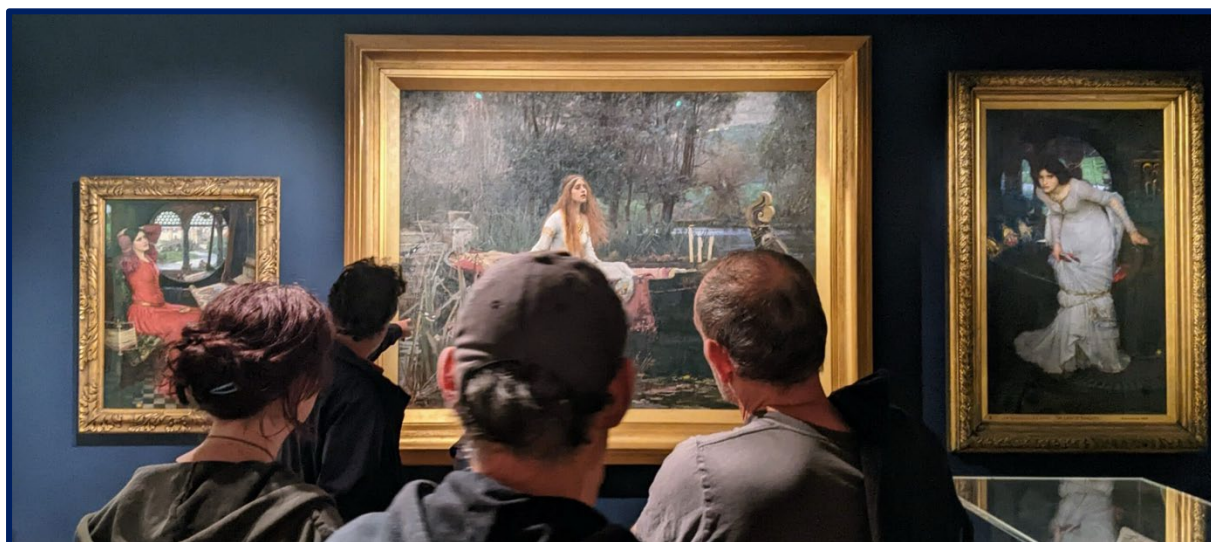
Together, these services provide inclusive access to arts, culture, learning and wellbeing support for residents and visitors alike. They are a cornerstone of community life and a key driver of cultural tourism and civic pride.

As a cornerstone in the cultural ecosystem of Falmouth, the town's Library and Art Gallery form the bedrock of freely accessible arts and information provision, where people of all ages come to discover, create and feel connected. Together, they offer a great breadth of opportunity - from early years rhyme time and young people's art programmes to trusted health and wellbeing information, and from a lively calendar of community events to an internationally recognised art collection that draws visitors from across the region.

With 2026 marking the 130th anniversary of the John Passmore Edwards Municipal Building, Falmouth Town Council is reaffirming and redefining its bold ambitions for the Grade II listed building, with a major transformation planned over the next five years. We have developed a **Cultural Strategy 2026 - 2030** which has been shaped to support the building masterplan and Falmouth Town Council's strategic objectives for the years ahead. It will ensure that Falmouth has a cultural service that is accessible, resilient and sustainable, reflecting and amplifying the vibrancy that the town has become known for across the region and beyond.

## Our Services

### Falmouth Art Gallery



The internationally renowned Falmouth Art Gallery is owned and managed by Falmouth Town Council and is situated on The Moor, on the upper floor of the Municipal Buildings.

Award-winning Falmouth Art Gallery is family friendly and free. It has an outstanding collection of over 2000 artworks that includes 19th and 20th Century Master paintings, British Impressionist paintings, the RCPS Tuke Collection, contemporary prints, automata, photography and a children's illustration archive.

## Falmouth Library



The Town Council delivers a public library to the local community with support from Cornwall Council. We deliver consistent, high quality and local services for our Library visitors and community groups in line with [Libraries Connected](#). This includes connecting the community to improve wellbeing and promote equality through learning, literacy and cultural activity and ensuring all aspects of library provision are accessible.

Regular Rhyme-time and Storytime sessions in term-time are offered to preschool children and parents or carers. Class visits are available to all schools and we encourage participation in the national Summer Reading Challenge run by the Reading Agency.

We support reading groups, and a home library service for housebound customers. The Library has free for all computer and wi-fi access. In surveys, libraries and library staff are rated highly as 'trusted' and our Library acts as a point of information and signposting for members of the public.

## Youth Services and Outreach



We have built strong partnerships with the local youth service at Dracaena Centre and local charities such as Wild young parents project, and the Stroke Association.

Our newly formed Youth Council engages with local young people, teachers, residents and community groups to ensure young people's voices are heard and represented at local, regional and national levels.

We also have long standing relationships with Penryn Primary SEND classes and Truro & Penwith College foundations studies, working with students with additional needs, amongst many other community groups. We often transport our collection to various venues to run workshops and talks as outreach.

We are seeking a Director who understand the role our services contribute to our residents, visitors and communities and who will actively support the Municipal Building to be a welcoming place for all.

# FALMOUTH TOWN COUNCIL STRUCTURE

Falmouth Town Council is supported by 66 employees and 25 casual workers across all its services, including Falmouth Art Gallery, Falmouth Library and Princess Pavilion. The staff are directed by the Town Council, led by our Town Clerk and supported by a dedicated Senior Management Team.

Falmouth Town Council Senior Management Team	
Job role	Reports to
Town Clerk	Staffing Committee
<b>Cultural Services Director</b>	<b>Town Clerk</b>
Responsible Finance Officer	Town Clerk
Town Manager	Town Clerk
General Manager, Princess Pavilion	Town Manager
Grounds Manager	Town Clerk
Facilities Manager	Town Clerk
HR Manager	Town Clerk
Communications Manager	Town Clerk
Strategic Environment Projects Officer	Town Clerk

## Cultural Services Directorate

Cultural Services	
Job role	Reports to
<b>Cultural Services Director</b>	<b>Town Clerk</b>
Visitor Services Manager & Volunteer Co-ordinator	Cultural Services Director
Collections Manager	Cultural Services Director
Access & Interpretation Manager x 2	Cultural Services Director
Senior Digital Engagement Officer	Cultural Services Director
Technical Assistant	Cultural Services Director
Library Manager	Cultural Services Director
Library & Information Services Assistant x 5	Library Manager
Collection Assistant	Collections Manager
Learning Assistant	Access & Interpretation Manager
Visitor Services Assistant	Visitor Services Manager
Marketing Officer	Access & Interpretation Manager
Youth Council Officer	Access & Interpretation Manager

# The Opportunity

This maternity cover role comes at a **critical and exciting moment**:

- Delivery of the Cultural Strategy 2026–2030
- A planned major transformation of the Municipal Building
- Growing partnerships with regional and national cultural bodies
- Ambitions linked to Falmouth’s potential future as a Town of Culture

The postholder will provide strategic leadership, strong management and continuity, ensuring momentum is maintained across key programmes while also progressing priority projects during the cover period.

## **Maternity Cover Priorities (Key Focus Areas)**

This is not a ‘holding role’. The successful candidate will be expected to deliver tangible progress against strategic priorities, including:

### **1. Future-Proof Foundations**

- Support workforce development, training and volunteer strategy
- Review key service plans (learning, exhibitions, communications)
- Engage with Arts Council England funding opportunities
- Ensure Museum Accreditation requirements are met

### **2. Belonging in Falmouth: Community, Culture & Care**

- Expand targeted engagement with underrepresented groups
- Strengthen youth voice and community partnerships
- Explore and develop social prescribing opportunities

### **3. Inspiring Minds: Culture, Knowledge & Discovery**

- Actively contribute to networks such as cultural consortia and local partnerships
- Identify opportunities for joint programming and shared initiatives
- Improve data collection and evaluation frameworks
- Support development of evidence-led service improvement

These priorities are drawn directly from the Cultural Strategy 2026–2030 and are central to the success of the interim period.

# About You

We are seeking an experienced and credible leader with:

## Experience

- Senior leadership experience in cultural services (arts, museums, libraries or heritage)
- Track record of managing teams, budgets and service delivery
- Experience of securing funding and building partnerships
- Ability to operate strategically while delivering operational outcomes

## Skills & Attributes

- Visionary and able to inspire others
- Strong relationship builder and communicator
- Commercially aware with sound financial judgement
- Committed to inclusion, community impact and public value

## Knowledge

- Understanding of the cultural sector and its funding landscape
- Awareness of the role of local government in community delivery
- (Desirable) Knowledge of Falmouth, Cornwall and its cultural heritage

*(Full person specification available in JD in the Appendix)*

# How to apply

For a confidential conversation about the opportunity to join Falmouth Town Council as our Interim Director of Cultural Services, please contact our recruitment partner Anna Jay MD of Public Leaders Appointments:

anna@publicleadersappointments.com or 07904 236348.

To apply, please submit a CV supported by supporting statement / cover letter of no more than 3 sides of A4 outlining your motivation for applying and highlighting how your skills, knowledge and experience meet the requirements of the role, as set out in the brief. Please also address these points within your application:

1. What relevant skills and experience can you bring to the role?
2. Having looked at the information available for our Cultural Services directorate, what do you consider to be the key priorities in the next 12 months?
3. How would you rapidly assess, stabilise and lead a diverse team while providing strong leadership, and establishing clear direction and accountability within a limited 12-month timeframe?



# APPENDIX

## Job Description & Person Specification

<b>Role:</b>	Cultural Services Director
<b>Reports to:</b>	Town Clerk
<b>Direct reports:</b>	Collections Manager; Access & Interpretation Managers; Library Manager; Visitor Services Manager
<b>Budget responsibility:</b>	2026/2027 £589,860 (expenditure net of income)
<b>Salary:</b>	Grade 10 SCP 33-36 £44,075 - £47,181 Pay Award Pending £35,736 - £38,255 Pro Rata
<b>Contract:</b>	Fixed term up to 12 months, part-time, 30 hours per week

### Purpose of the role

This is a senior leadership role within the Council. The role is responsible for leadership, direction and management of Falmouth's cultural services based in our historic Municipal Building including [Falmouth Library](#), [Falmouth Art Gallery](#), youth services and volunteer management.

Duties include investing in and promoting cultural services provision for our residents, community groups and visitors to Falmouth.

The role also oversees improvements and refurbishments to ensure the Municipal Building is a fit for purpose venue for the delivery of cultural services.

### Duties and responsibilities

#### Strategic Leadership

1. Providing strategic leadership, clear direction and effective management to ensure all staff are well-trained, fully equipped and confidently supported to deliver high-quality services in line with organisational policies, strategic plans and professional standards.
2. Managing and setting appropriate budgets and ensuring the cost-effective delivery of cultural services within allocated budgets in conjunction with the Responsible Finance Officer.
3. Ensuring the Gallery service continues to meet existing and future [UK Museum Accreditation Scheme](#) standards including Governance, Collections and the User Experience
4. Attending Cultural Services Committee meetings, providing regular, high-quality reports on the performance, activities, and priorities of Cultural Services. This includes leading on the development of proposals and policies, and offering strategic advice to the Council across all areas of Cultural Services delivery, including funding, strategy, policy, programming, and partnerships.

#### Collection

5. Providing strategic leadership on the development, preservation and management of the Council's fine art collections in accordance with relevant collections and documentation plans and policies. This includes strategic planning, formulating storage policies, major incident planning, security, documentation, research, display and interpretation.

6. Ensuring the Town's collection of art is cared for and maintained in the correct environmental conditions for exhibitions and storage, including assessing the need for the restoration and conservation of works, arranging the necessary work and liaising with the appropriate conservators to undertake the work in compliance with sector standards, e.g. [Spectrum](#).
7. Ensuring robust and comprehensive insurance arrangements for all Cultural Services collections, including the permanent collection and any temporary loans, covering all periods of display, storage, and transit, and to maintain effective oversight of related risk-management processes.
8. Leading strategic relationships with museums, galleries, and cultural partners locally and nationally, fostering opportunities for collaborative initiatives and securing significant loans for temporary exhibitions through effective engagement with private collectors and national and regional institutions. This includes wider partnership working to develop and sustain collaborative relationships with galleries, museums and cultural organisations, e.g [Arts Council England](#) (ACE), [The Poly](#).
9. Providing strategic leadership for the development and curation of exhibitions drawn from the permanent collection, shaping thematic programmes that deepen public understanding and situate the collection within broader cultural, historical and social contexts.

#### **Library Service**

10. Providing strategic leadership to develop and deliver an inclusive, sustainable library service that meets community needs, supports learning, and aligns with organisational priorities
11. Overseeing the management of Falmouth Library in accordance with local and national guidelines and requirements etc including Cornwall Council Management Agreement and [Libraries Connected](#)
12. Ensuring the delivery of consistent, high-quality and local services for Library visitors and community groups across Falmouth.

#### **Exhibitions & programmes**

13. Providing strategic oversight for the conception, planning and delivery of a diverse temporary exhibitions programme, ensuring effective budget management and high-quality installation in alignment with the organisation's policies, procedures and accreditation documentation. The programme should include annual shows of international importance and representations of all varieties of contemporary art and craft forms by local, national and international artists as well as arranging historic exhibitions.
14. Ensuring that all publicity, marketing and digital engagement including the effective creation, coordination and distribution of public-facing communications for both venues is aligned to corporate branding guidelines. This includes overseeing promotional activity for exhibitions, projects, programmes and the permanent collection, and ensuring high-quality outputs such as catalogues, press releases, website content and digital campaigns.
15. Acting as a key spokesperson for Cultural Services, representing the organisation at press events, media opportunities and promotional engagements to enhance visibility, strengthen public awareness and support strategic messaging. This includes professional management and promotion of the Gallery image.

16. Delivering high-quality talks and image-led presentations to a wide range of organisations, using these opportunities to advocate for and promote the Gallery's work and the broader cultural services programme.

### **Funding & project management**

17. Providing strategic leadership in identifying and pursuing diverse funding opportunities to support engagement projects, acquisitions, conservation initiatives and workforce development. Proactively research and evaluate potential funding sources, preparing high-quality applications that align organisational priorities with the criteria of grant-making bodies, foundations and other external funders.
18. Providing strategic leadership in expanding the organisation's funding base through proactive engagement with business sponsors, grant-aid bodies and other external partners, cultivating effective relationships with major stakeholders such as Falmouth University and ACE (e.g. as a [National Portfolio Organisation](#)) to support long-term cultural service priorities.
19. Proactively contributing to the delivery of the ACE-funded MC7 museum consortium activity plan, with responsibility for monitoring, reporting, and identifying opportunities for further collaborative work.

### **Learning**

20. Providing strategic leadership for the Council's education and learning programme, ensuring high-quality provision for families, schools, colleges, universities, community groups and audiences with additional needs.
21. Championing the integration of learning and participation at the heart of the Cultural Services programme, embedding inclusive, audience-focused educational practice across all exhibitions, projects and public programmes.

### **Retail**

22. Providing strategic oversight of the Gallery's retail operations, ensuring effective stock selection, purchasing and merchandising that maximise commercial performance and contribute earned income to Cultural Services
23. Leading and expanding the Gallery's art-sales programme, managing the sale of work and commission structures to optimise revenue generation while supporting artists and strengthening the Gallery's commercial profile.

### **General**

1. Undertaking all duties in accordance with Council Policies, particularly those relating to Safeguarding, Data Protection, Information Security, Financial Regulations, Customer Care and Equal Opportunities.
2. Undertaking any duties regarding health, safety and wellbeing at work.
3. Undertaking any relevant training.
4. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
5. Undertaking risk assessments, complying with safe systems of work and actively promote a safety culture within the workplace.

6. Attending local, regional and national meetings, civic events, and awards ceremonies as a representative of the Council as required and always representing and promoting the service and the Council positively.
7. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

### Person specification

Criteria	Essential	Desirable	Method of assessment
<b>Experience and knowledge</b>	<p>Significant experience of operating at senior leadership level in cultural services, e.g. arts/ library / heritage/ museums sector</p> <p>Extensive leadership and management experience, including responsibility for directing multi-disciplinary teams, setting priorities and achieving service-level outcomes.</p> <p>Experience of securing funding for projects and activities, with ability to develop compelling cases for support, cultivate high-value stakeholder relationships, &amp; navigate complex funding streams</p> <p>Experience of developing and implementing policies, procedures and guidelines</p> <p>Demonstrable experience in generating, interpreting and using management information to inform strategic decision-making and service development</p>	<p>Experience of leading and managing in local government</p> <p>Knowledge or experience of local government and its place supporting the local community.</p>	<p>Application (CV &amp; letter), interview, psychometric profiling</p>

Criteria	Essential	Desirable	Method of assessment
<b>Personal attributes</b>	<p>Able to see the bigger picture, set a clear cultural vision and inspire others to work towards shared goals</p> <p>Builds strong relationships, works effectively with diverse partners and stakeholders, and confidently represents the service at all levels</p> <p>Responds positively to change, navigates complexity with resilience, and brings a</p>	<p>Passionate about promoting Falmouth.</p> <p>Knowledge of Cornish art and Falmouth's rich artistic heritage.</p>	<p>Application (CV &amp; letter), interview, psychometric profiling</p>

	<p>proactive, problem-solving mindset to challenges</p> <p>Demonstrates a deep commitment to cultural inclusion and community impact, actively shaping services that reflect local needs, amplify diverse voices and strengthen community wellbeing</p>		
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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Skills and abilities</b>	<p>Excellent interpersonal skills – able to develop productive relationships with funders, community organisations, artists, educational institutions &amp; civic partners to enhance impact and unlock opportunities</p> <p>Able to maintain long-term strategic direction, continuing to translate vision into deliverable plans &amp; ensure cultural services evolve to meet community needs &amp; organisational priorities.</p> <p>Able to manage budgets effectively, assess financial performance, maximise earned-income streams &amp; make sound decisions that balance cultural value with financial sustainability</p>		Application (CV & letter), interview, psychometric profiling

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and training</b>	<p>Degree level qualification in a relevant field (e.g. museums, arts, heritage, cultural services, creative industries, library &amp; information management)</p> <p>Full, valid driving licence with category B (to meet essential driving requirement of the role)</p> <p>Membership of relevant professional body, e.g. Museums Association</p>	<p>Leadership &amp; management qualification, e.g. ILM Level 5</p> <p>Professional training in museums, gallery, library or cultural sector standards, e.g. Spectrum standards, exhibition development &amp; interpretation, accreditation requirements</p>	Application (CV & letter)

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Special circumstances</b>	Willing to work irregular hours including some evenings & weekends, adjusting your work pattern so these duties are		Application (CV & letter), interview

	<p>covered as part of your normal working week.</p> <p>Commitment to continuing professional development</p> <p>This position is subject to an enhanced criminal records check</p>		
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