Decant & Documentation Assistant

RECRUITMENT PACK

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Decant & Documentation Assistant

Directorate	Collections & Research
Department	Collections Care
Reporting To	Collections Stores Coordinator
Salary	£28,896 per annum
Contract	Fixed term for up to 15 months (until March 2028)
Working Hours	37 hours per week
Probation Duration	6 months
DBS Check Required	Basic
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Juniper Street 1)
Closing Date & Time	Thursday 26 November 2026 at 12 noon
Interviews	Week commencing 7 December 2026

About the Role

As Decant & Documentation Assistant, you will help shape how our collections are stored, managed and accessed. Working primarily at one of our storage facilities, Juniper Street 1, and across the wider estate where required, you will prepare, pack, move and rehouse a wide range of collection items as part of a collections storage improvement project.

Using your knowledge of collections care and best practice in object handling, you will support the safe and efficient movement of collection items. Through a well-organised approach to your work, including accurate documentation and careful handling, you will help safeguard the collections in our care, playing an important part in preserving the stories, histories and knowledge they hold for future generations.

Key Responsibilities

- Maintain and update essential object documentation.
- Maintain the accuracy and quality of collections information by ensuring that object, container and location records are complete and consistent.
- Prepare and organise packing materials required for object movements.
- Handle and pack a wide variety of materials and objects held within the store.
- Appropriately identify, report and escalate potential risks and hazards.
- Make internal moves of small objects by hand, as required.
- Work with conservators and pre-movement assessment records to ensure the correct handling and packing methods are followed.
- Ensure location control procedures are followed throughout the programme, via the barcoding of collections.
- Work closely with the Collections Storage Coordinator, Lead Projects Coordinator, Collections and Stores Technician and wider project team to plan and coordinate movement activities, ensuring an efficient and logical workflow.
- Work closely with colleagues throughout the organisation to ensure movement specifications are followed for sensitive and hazardous materials.
- Support the receipt and tracking of objects during movement, ensuring

location control procedures are maintained.
- Promote best practice in object handling and advise colleagues where required to support the safe and efficient delivery of all moves.

You'll Be Expected To

- Undertake training, including as a Fire Safety Officer (as necessary) to help facilitate an emergency response, ensuring the safety of NML staff and helping minimise damage to property.
- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work**,** including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics**.**
- Perform additional duties from time to time, as required.

People Management

- No people management responsibilities.

Impact & Influence

- Promote best practice in collections care, handling and movement.
- Support the identification and management of risks associated with object movement and storage.
- Contribute to the safe management of hazardous materials within collections.

Decision Making

- Provide advice on object handling, packing, movement and location control procedures, as required.
- Escalate complex risks, hazards or collections issues to senior colleagues where appropriate.

Communication & Networking

- Work closely with the Collections Storage Coordinator, Collections and Stores Technician, Lead Projects Coordinator and wider project team to support the efficient delivery of project activities.
- Communicate effectively with colleagues across National Museums Liverpool, including Collection Care, Curatorial and Security teams.

Resource Management

- Support the efficient use of project equipment, packing materials and storage resources.
- Facilitate the barcoding of collections to promote efficiency throughout the project.

Experience & Knowledge

- Experience working within a museum, gallery, collections-based organisation, exhibition environment or similar setting.
- Experience of similar project work.
- Knowledge of museum documentation standards and location control.
- Knowledge of hazards in collections.
- Sound knowledge of object handling, transport and packing methods, and customs formalities.
- Knowledge of object conservation and environmental standards.

Skills

- Strong planning and organisational skills, with the ability to manage time, prioritise tasks and work to deadlines.
- Strong written and verbal communication skills.
- Strong problem-solving skills.
- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.

Behaviours & Competencies

- Works well as part of a team while also using own initiative.
- Able to manage multiple workstreams while maintaining attention to detail.
- Takes a proactive and flexible approach to work.
- Demonstrates a commitment to safe working practices and collections care.

Additional Information

- Location: Liverpool (Juniper Street 1) will be the main place of work, but you may be required at times to cover other National Museums Liverpool public facing venues, in line with operational needs.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including a Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming**, **Honest** and **Educational**, and as a team we are **Trustworthy**, **Respectful** and **Inclusive**.

By 2030, we want to be the best museum "league" in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. "Off the pitch", our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each "team" in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.
- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world's finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- Our Story
- Our Venues
- Strategic Plan & Annual Performance
- Senior Staff
- Board of Trustees
- RESPECT Group
- Partnerships
- Reports & Policies