



**1 x Post-Doctoral Researcher - Leeds
1 x Post-Doctoral Researcher - Hertfordshire
Part Time (28 hrs/wk)**

INFORMATION FOR CANDIDATES
September 2022

Advertisement

Post-Doctoral Researcher (Part time, fixed term) – 2 vacancies, one in Leeds and one in Perry Green, Hertfordshire

Part Time: 28 hours/week (80%FTE)

Fixed Term: Two year, fixed term

Salary: £29,683 (pro-rata) - £23,746 for 28 hours/week

Plus: 3% pension contribution and other benefits

Location: Leeds city Centre: The Henry Moore Institute or Perry Green, Hertfordshire: Henry Moore Studios and Gardens

This is an excellent opportunity that will enable two recent PhD graduates or Early Career Researchers to gain experience in thriving cultural and research institutions, as well as the opportunity to develop their own research portfolio in a supportive and well-established research environment. We particularly welcome applications from black and ethnic minority candidates who are under-represented within the organisation.

The successful candidates will be pro-active and knowledgeable post-doctoral researchers, whose expertise in the histories of sculpture will complement that of the Research Teams at the Henry Moore Institute and the Henry Moore Studios & Gardens, and will form a key element of our public programmes. The candidate will be able to demonstrate a range of research, writing and communication skills, and will be comfortable working both as part of the Research Team and independently. A current institutional affiliation is not necessary for either post.

Post One: based at the Henry Moore Institute, Leeds

The candidate will be based within the Henry Moore Institute's Research Team, and will contribute to the development and delivery of our public programme of exhibitions, lectures, conferences and seminars. The candidate will be expected to deliver a specific research project within the two-year term relating to the post-holder's area of specialism, which we anticipate will form part of the Institute's public programme. The candidate will have full use of the resources available in the Institute's Sculpture Research Library and Archives, and the Leeds Sculpture Collection. It is expected that the candidate's project will engage with under-represented areas of research, expanding both academic and non-specialist understanding of the histories of sculpture.

Post Two: Based at the Henry Moore Studios and Gardens, Perry Green, Hertfordshire

We are looking for proposals with a specific focus on aspects of the life and work of Henry Moore or in which the study of Moore is a significant component. We are keen to encourage new and under-represented perspectives on Moore's work (which includes sculpture, drawings, prints, textiles) or archive and in related areas such as his reception, influence, exhibition histories and global contexts. As above, the successful candidate will contribute to the development and delivery of our public programme and be expected to deliver a specific research project within the two-year term relating to their area of specialism. The candidate will have full use of the resources available in the Henry Moore Archive, access to the Foundation's collection and support of the wider Collections and Programmes team.

Our successful candidates will have completed or be due to submit a PhD in Art History or a related subject. They will have a detailed knowledge of sculpture and its histories and will demonstrate a commitment to diversity and inclusivity. They will have excellent organisation and communication skills and a good level of IT skills. They will be able to organise their workload and remain calm under pressure.

If you are excited by either of these opportunities and, having read the job specification, you have the skills and experience to meet the requirements of the role, we would be pleased to receive an application from you along with a complete research proposal including the project rationale, timescale and research schedule which should be submitted with the application form. Proposals should detail both the project outcomes and expected legacies in the form of publications, grant applications or research networks.

Please state whether you wish to apply for the Leeds or Perry Green role.

A recruitment pack and application form are available on our [website](https://henry-moore.org/jobs/), where further information can be found about the Henry Moore Foundation: <https://henry-moore.org/jobs/>

CLOSING DATE FOR APPLICATIONS: 10am, Friday 11 November 2022

INTERVIEWS: Monday 21 November 2022 at the Henry Moore Foundation, Perry Green, Much Hadham, Hertfordshire and **Thursday 24 November 2022** at The Henry Moore Institute, Leeds.

We are an equal opportunities employer.

1. About the Foundation

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At the Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Britain's greatest sculptor, Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection; and to support the development of sculpture through our grants programme. We have bold ambitions that require us to capitalise on our assets in order to achieve these aims.

The Foundation is overseen by a Board of Trustees, with day-to-day management being delegated to the Senior Management Team. We employ around 100 people across our two sites and are privileged to be supported by some 50 volunteers each year.

All of our people are encouraged to uphold our core values: Generous & Inclusive; Respect & Value; Visionary & Creative.

2. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in *Hoglands* with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation, where the grants programme and other central services, are based.

Visitors to Henry Moore Studios & Gardens can experience Moore's home and studios and enjoy his monumental bronze sculptures sited in the natural environment, as he preferred. We have 72 acres of beautiful countryside estate, from natural meadows and woodland to formal gardens, where visitors can appreciate Moore's work.

Perry Green is home to the Henry Moore collections consisting of over 12,000 objects, including monumental bronzes, wood and stone carvings, maquettes drawings, graphics, tapestries and textiles. We organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

The Henry Moore Archive at Perry Green comprises over three quarters of a million publications, documents, images and recordings created and collected from the artist's working life to the present day. It illuminates Moore's creativity, passion and curiosity and documents his influence on 20th and 21st Century art.

3. Henry Moore Institute, Leeds

The Institute is firmly rooted in Leeds, where we work in partnership with Leeds Art Gallery to manage the sculpture collection and archive of Leeds Museums and Galleries, a collaboration that has built one of the strongest public collections of sculpture in Britain.

The Institute houses a Sculpture Research Library containing over 30,000 books, and an Archive of Sculptor's Papers documenting the working lives of hundreds of sculptors. The Institute's galleries host a varied programme of sculpture exhibitions, both historical and contemporary, and we welcome more than 40,000 visitors each year.

The Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

4. Grants

Our grants programme continues Moore's legacy by supporting the growth and development of sculpture (historical, modern and contemporary) and through funding research that expands the appreciation of sculpture.

5. Principal Aims of the Role

- To deliver a specific research project within the two-year term relating to the post-holder's area of specialism
- To assist with the delivery of research events, both online and in-person
- To contribute to the development of the Foundation's research programmes and research environment

6. Research Outputs

Acceptable project outputs may include a substantial journal article, a book proposal and finished sample chapter or a fully-realised research season of talks and conferences, and it is anticipated that the candidate's research will form part of the Foundation's public programme. The candidate will be expected to make full use of the resources available at each location.

The candidate will receive support and mentoring from the Foundation's highly experienced staff.

7. Person Specification

The following experience, knowledge, skills and values are essential (E), or desirable (D), to fulfil this role. These criteria will be used to shortlist potential candidates so, when completing your application form, please give examples of these skills and experiences:

- Completed or due to submit a PhD in Art History or related subject (E)
- Detailed knowledge of sculpture and its histories (E)
- Commitment to diversity and inclusivity (E)
- Excellent organisational and communication skills (E)
- Good level of IT skills (E)
- Ability to organise workload and remain calm under pressure (E)
- Research interests that will complement the Research Team's existing expertise (e.g. pre-1900 or non-western sculpture) (D)
- Demonstrable track record of high-quality research outputs (D)
- Experience of organising events (D)
- Good working knowledge of current research environment including REF, funding and publishing (D)
- Willing to work flexible hours as required (D)

Additionally, we expect all employees at the Henry Moore Foundation to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others

8. Line Management

The Post-Doctoral Researcher reports to the Research Curator (Leeds) or the Senior Curator of Collections and Research (Perry Green). The post-holder does not manage any direct reports.

9. Basic Terms and Conditions

- This is a part time (28 hrs/week) position.
- The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK.
- The salary offered for this part time position is £23,746 p.a. on HMF pay band D.
- The normal working week is worked as 5 x 7-hour days from 9.30am to 5.30pm including one hour (unpaid) for breaks. Please note that the Post-Doctoral Researcher vacancies are for 4 x 7-hour days per week.
- Occasional evening or weekend working will be required; time off in lieu will be given for these hours. Time off in lieu must be taken within reasonable time and cannot be allowed to accrue over one month. No payment will be made in lieu of un-used 'time off in lieu'.
- 23 days paid leave per annum pro rata, plus a pro-rata entitlement to the bank holidays in England, plus up to three additional days at the discretion of management (usually offered between Christmas and New Year). The leave year runs from 1 April to 31 March (Leeds) or from 1 January to 31 December (Perry Green).
- Probationary period of 6 months.
- Notice period of one calendar month or one week during the probationary period.
- New employees are auto-enrolled into a defined contribution workplace pension scheme with NEST (the National Employment Savings Trust). Employer contributions are 3% (paid by tax efficient salary sacrifice). Employees are required to pay a contribution of 5% (you can pay more if you wish). All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates.
- The place of work is the Henry Moore Institute, 74 The Headrow, Leeds LS1 3AH or Henry Moore Studios and Gardens, Dane Tree House, Perry Green, Much Hadham, SG10 6EE. Some travel should be expected and travel expenses will be reimbursed in accordance with the Foundation's Expenses Policy.
- The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check – formerly known as a CRB (Criminal Record Bureau) check - before employment will be confirmed; employment may be withheld if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment.

10. Staff Benefits

- We want everyone to be the very best that they can be and we will work closely with you to agree some clear performance goals, which provide you with continual development. We support you on your development at work and your career goals.
- If appropriate for the job role, a proportion of homeworking may be considered, subject to our Hybrid Homeworking Policy. Post-holders will be expected to work on-site for a minimum of two days per week.
- Enhanced benefits for maternity, paternity and adoption pay, subject to eligibility.
- Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member.
- Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services e.g. managing money, retirement, returning to work after a break, bereavement, advice with caring for relatives, divorce, abuse, etc.
- Company sick pay (includes SSP) on the completion of 6 months' service.
- Vouchers for a free eyesight test for DSE (Display Screen Equipment) users.
- Free admission vouchers for family and friends to use during our open season to Henry Moore Studios & Gardens.
- Interest-free loan of up to £1000 to assist with the purchase of annual travel tickets, a car, bicycle, personal computer/laptop or to purchase a work of art.
- 10% Discount in the HMF book/gift shops and café, and at The Hoops Inn pub in Perry Green (excluding drinks).

11. Practicalities of Working at Perry Green, Hertfordshire

The Hertfordshire position will be based at the Henry Moore Foundation's offices in Perry Green. These are set in a beautiful rural location but this means that it is necessary to have your own transport to get to work. The local bus service is extremely infrequent and the nearest bus stop is 1.5 miles away. (See our Interest free loan to assist with transport costs). There are no shops in Perry Green so employees bring their own lunch to work.

12. Application Process

If you are interested in this position and, having read the job specification, you have the credentials to meet the requirements of the role, we would be pleased to receive an application from you along with a complete research proposal including the project rationale, timescale and research schedule, which should be submitted with the application. Proposals should detail both the project outcomes and expected legacies in the form of publications, grant applications or research networks.

Please apply using the Henry Moore Foundation application form supplied which can be found on our [website](#). When completing the form, it would be helpful if you could address the requirements of the person specification and tell us about any gaps in your employment history. Thank you.

Further information about the Henry Moore Foundation is available on our website: <https://henry-moore.org/jobs/>. Interested applicants are welcome to make contact with Dr Clare O'Dowd at the Henry Moore Institute (clare.odowd@henry-moore.org) or Dr Hannah Higham at the Henry Moore Studios & Gardens (hannah.higham@henry-moore.org) for an initial discussion about their preferred area of research, prior to submitting their proposal. Please return your completed application form (no CVs please) and proposal to Louise Olley at recruitment@henry-moore.org by **10am, Friday 11 November 2022**. Interviews will take

place for shortlisted candidates on **Monday 21 November 2022** at the Henry Moore Foundation, Perry Green, Much Hadham, Hertfordshire and **Thursday 24 November 2022** at The Henry Moore Institute, Leeds.

(Our preference would be to meet shortlisted candidates in person, but we would be happy to arrange a virtual interview if a selected candidate is on holiday or unable to travel to Leeds or Perry Green on these dates).

Thank you for your interest in the Foundation.

Human Resources Department, Henry Moore Foundation