



Bradford Police Museum museum structure

Current Museum Structure

Under the Clock Bradford (UTC) is a charitable company and a registered charity. It owns and holds the museum collection through a charitable trust and operates the Bradford Police Museum at City Hall Bradford subject to a Licensing agreement and Service Level agreement with Bradford Council.

The museum operates the historic police vehicle fleet. The vehicle fleet is an integral part of the museum, but lack of exhibition space means it is stored elsewhere.

Although UTC Bradford and in turn the museum receives support from various quarters both financial and in kind it is a completely independent organisation.

UTC is run by the following Directors/Trustees Philip Read, Martin Baines and David Clegg.

Bradford Police Museum

UTC operates the Bradford Police Museum through a management board.

The current board members are Philip Read (Chair), Martin Baines (volunteer Museum Director), David Clegg (Financial Director), Manoj Joshi, Willum Whitrick (volunteer representative), Nirmal Singh and Huma Ahmed.

Management of the museum

The museum currently has a structure that is identical to nearly all museums in the UK and indeed other voluntary organisations. The fact that the museum is run almost entirely by volunteers does not change that managerial structure or create a form of democratic cooperative.

It is important for all connected with the museum to recognise that ownership and managerial responsibility rests with Under the Clock Bradford and that they delegate the authority to manage the museum on daily basis to the Director who is accountable to the museum board.

Museum Director

The Museum Director is currently a volunteer post appointed by the Directors/Trustee of Under the Clock Bradford.

The current volunteer Director is Martin Baines who is responsible to the Bradford Police Museum Board for all matters relating to the running of the police museum in City Hall and the proper management of the museum collections including the historic police vehicle fleet.

Administrative Assistant

The museum has one paid member of staff who works two days a week on administrations and coordinates the recruitment and work of the museum volunteers. The administrative assistant is also responsible for the Matrix which throughout the year makes sure that there are enough guides and volunteers to operate the museum in addition to identifying short falls due to unforeseen absence.

The administrative assistant also supports the museum and the Director with operational planning. The role is also responsible for the management and coordination of group bookings and the museums online booking system.

Museum Curator

The museum curator is responsible to the museum Director and in turn the museum board for all matters relating to the management and conservation of the museum collections, in addition to how the museum displays and exhibits the collections.

This post currently is currently occupied by Natalie Baines. Natalie was the original volunteer curator who built the museum in 2014. Esther Graham the museum's Esmé Fairbairn Curator finished her 12-month contract in September 2018.

Current delegated tasks

The museum director has delegated several key tasks to the volunteers in order to reduce his workload and allow the volunteers to share responsibility for the running of the museum.

Weekend Managers

That museum appoints Weekend Managers from the volunteers for both the Friday and the Saturday teams together with deputy Weekend Managers to cover for absence.

The Weekend Managers take charge of the museum in the absence of the museum Director and are responsible to the Director for the proper running of the museum and tours when open to the public.

They also act as keyholders who open and close the museum every Friday and Saturday.

The museum Director in practice currently does not always attend the museum when open to the public which he sees as a major delegation of his responsibility to the museum Weekend Managers.

Volunteer roles in the museum

The work of the museums volunteers takes place in several key areas:

Tour Guides

Their role is to provide a welcoming, hospitable environment and rewarding learning experience to museum visitors through guided tours.

Front of House Volunteers

This includes reception volunteers who also run the museum shop and volunteers who meet and greet visitors. Their role is to provide a welcoming and friendly reception and first point of contact for Museum visitors, providing information and assistance to help visitors to maximise their enjoyment and understand the comprehensive visitor offer.

Curatorial Team members

Curatorial Team members assist the museum curator in assembling, cataloguing, managing and presenting/displaying the police museums cultural and historical collections. They also create and curate exhibitions and displays.

Historic Police Vehicle Fleet Volunteer

The role of the fleet volunteers is to maintain, manage, care for, display and present a fleet of historic police vehicles for public benefit.

Museum Coordination Team

A small Museum Coordination Team which is chaired by the museum Director and co-chaired by the museum Administrative Assistant supports the day-to-day work of the museum. Weekend Managers and their deputies together with other key volunteers (including the Museum Curator and Front of House team) also form part of this group.

Museum Structure



