

<b>Role:</b> Loans Registrar	<b>Region / Department:</b> Conservation & Policy
<b>Reports to:</b> Collections Manager	<b>Pay Band:</b> 5 Lower - £40,707 - £44,847 pro-rata, per annum
<b>Location:</b> Broadstone Building, 50 South Gyle Crescent, Edinburgh, EH12 9LD	<b>Type of Contract:</b> Permanent, Full time, 40 Hours Per Week
<b>COST CENTRE (e.g.:3CUZ):</b> <i>Please note this is required so the People Team can correctly allocate this role to the relevant cost centre.</i>	<b>ACTIVITY CODE (e.g.: VSZ):</b> <i>Please note this is required to allow the system (PeopleXD) to allocate the salary to the correct centre.</i>

### **JOB PURPOSE**

The role of Loans Registrar is to manage loans into, and out of, the NTS collections. The post-holder will maintain and manage an efficient ongoing programme of loan renewal, conduct regular loan audits, and ensure that all loans are cared for to the standards agreed with the lenders. They will ensure that NTS is accountable for the collections that we hold on loan and that we have clear agreements in place for our collections on loan to other institutions. The post holder will also manage the short-term exhibition loans in and out of NTS and will provide Loan Registrar support to ongoing collections review and rationalization and to all property-based projects involving collections with loans displayed in situ within historic interiors.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Develop and maintain systems for managing all aspects of Loans management at NTS in line with the NTS policy on collections loans – *Sharing Collections, a policy on lending and borrowing, 2019* - and museum sector best practice standards
- Responsible for managing the long loans renewal programme, including stakeholder engagement, liaison with regional Operations Managers, property staff, Conservators and Curators
- Manage the decision-making process for initiating new loans in and out of NTS, working closely with the Collections Registrar, Curators and operational teams to ensure decisions are taken in line with the NTS policy on loans in a timely way
- Manage process of recording and updating loans information within the Axiell Collections CMS
- Liaise with NTS insurance team on loans insurance valuations, both for temporary exhibition loans and the management of long loans and loans in transit
- Create and contribute to training, induction and written materials to support good practice in the management of loans across NTS
- Build and maintain relationships with Operations Managers and key property staff across NTS on all aspects of loans management, with a particular focus on the need to maintain accountability and the accuracy of the Axiell Collections CMS
- Raise the profile of NTS by speaking at external events and sharing and promoting the NTS through lectures, conferences and relevant online events
- Manage relationships with partner organisations, lenders and borrowers to ensure the maintenance of NTS's reputation as a trusted collecting organisation
- Work with the Collections Manager to support Trust-wide programmes of emergency planning, salvage, and disaster recovery planning, to ensure accurate loans information is available in emergency situations, and emergency procedures take account of the particular needs of lenders and lending institutions.

- Work with Property Staff and Conservators in order to update or collate new UKRG Facilities Reports requested by lenders
- Liaise with transport companies and fine art shippers in the coordination and logistical aspects of borrowing and lending objects nationally and internationally

The normal day-to-day duties of this role are such that a criminal records check or membership of the PVG scheme is not required.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### **Essential**

- A relevant degree and at least 5 years professional experience in a museum/gallery or heritage environment, including 3 years full-time equivalent working as a Loans Registrar or equivalent role within a cultural institution
- Driving Licence, valid for driving within the UK

#### **Desirable**

- Post-graduate degree or diploma in Museums Studies or similar discipline
- Membership of UKRG for ongoing professional development

### **Experience**

#### **Essential**

- Strong IT skills with demonstrable experience as an experienced user of collections management systems
- Proven knowledge of legal, ethical, insurance and indemnity issues relating to loans management in the UK and internationally
- Excellent interpersonal skills with the ability to work confidently across a wide network of internal and external customers and stakeholders
- Demonstrable expertise in recognised museum standards in collections management standards including collections care and conservation, and experience in the practical application of those standards
- An understanding of the technical and legal standards and procedures required for the safe movement of works of art within the UK and internationally
- Proven ability to compile an argument/business case for funding support (from internal or external sources)
- Proven ability to plan and manage multiple priorities and complex schedules, with meticulous attention to detail and accuracy
- Excellent liaison and negotiation skills and ability to communicate clearly, both orally and in writing

#### **Desirable**

- Familiarity with the Government Indemnity Scheme highly desirable
- Experience in using Axiell Collections CMS
- Experience of working with historic furniture, objects, fine and applied art

## **DIMENSIONS AND SCOPE OF JOB**

### Scale

The Loans Registrar manages relationships with lenders and borrowers for all long term and short term (exhibition) loans in and out of the Trust. There are over 8,000 objects on loan to the National Trust for Scotland from over 200 individual and institutional lenders and the team manages up to four major temporary loans in and out of the Trust's collections each year.

### People Management

- Line management of one permanent staff member – Assistant Loans Registrar
- Further line management of temporary project staff, and management of volunteers may be required

### Finance Management

- This role is not a budget holder
- This role undertakes the routine financial administration of Purchase Orders and Sales invoices using the Trust's Finance systems - Dynamics

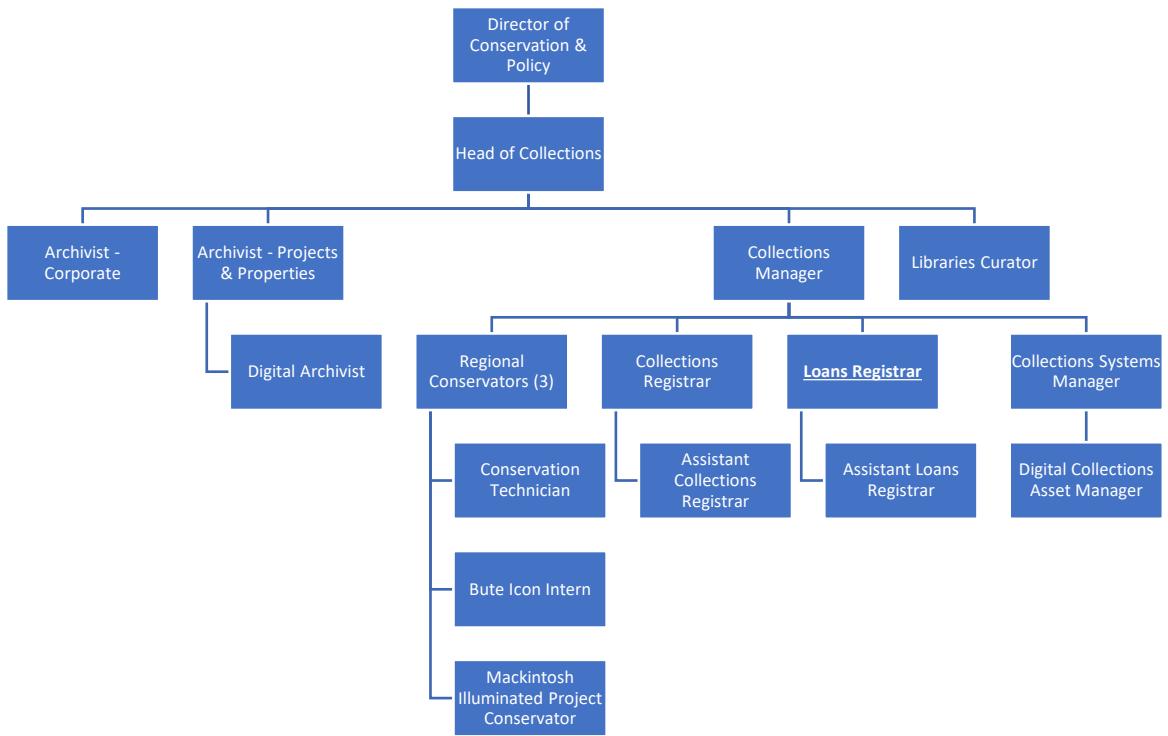
### Tools / equipment / systems

- This role uses the Trust's finance system to raise and manage purchase orders
- This role is an expert user of the Axiell Collections Management System and Portfolio DAMs

### Example key performance indicators and targets

- Performance will be measured by timely management of loans within the terms of the NTS loans policy and by the ongoing reduction in the number of undocumented, or out of date long loan agreements. Specific targets will be set by the Collections Manager.

### **Place in organisational structure (extract of org chart showing role):**



***The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.***

### **How to Apply**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk) by Sunday 22<sup>nd</sup> February 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Loans Registrar - NTS"