

**TIVERTON MUSEUM OF MID DEVON LIFE**  
**Charitable Incorporated Organisation**

**Charity Number 1181976**

**CHAIR OF TRUSTEES RECRUITMENT PACK**



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## **1. Introduction from the Outgoing Chair**

Thank you for your interest in becoming Chair of Tiverton Museum of Mid Devon Life. This recruitment pack provides you with an introduction to the Museum and outlines our plans for the future.

Tiverton Museum of Mid Devon Life is an award-winning independent museum with an impressive collection and a strong reputation for its learning programme. It holds one the largest collections in the West Country, including important rural life objects. The Museum is housed in a Grade 11 listed National School building with later extensions.

With my retirement in 2021, the museum is seeking a new leader with the vision and skills to take the museum into a new phase of development which will see it thrive into the future. We are seeking someone who is looking for a new, fulfilling challenge who will bring skills and experience that will make a real difference to the future success of this important local museum.

The Covid 19 pandemic has created a challenging time for the museum, with three periods of enforced closure and a significant loss of much-needed earned income. However, thanks to government business grants, a National Lottery Heritage Fund Emergency Grant and an Arts Council Cultural Recovery Fund grant, we have stabilised our short term position and are now actively focusing on the medium to longer term.

Prior to the pandemic, we were planning a major re-development of the Museum to enhance our galleries and provide a new space for temporary exhibitions and events, making the best use of our site and creating a more visible presence. We also undertook a business development study funded by the Heritage Lottery Fund and produced an audience development plan for the Museum. We also reviewed our governance, resulting in the formation of a new Charitable incorporated Organisation (CIO) and the recruitment of new trustees.

With the support of specialist consultants we are now taking stock of the work already done, revisiting our business strategy and learning offer in order to set us on course for the future. It's a great time to join the team and make your mark.

I hope that after reading this information you will feel encouraged to apply to. If you would like an informal discussion before making an application please contact me on [roweandrea@me.com](mailto:roweandrea@me.com) or by telephone on 01884 258820



Andrea Rowe, Chair

## **2. The Museum**

Tiverton Museum of Mid-Devon Life is an award-winning Accredited independent Museum located in the centre of the Town. We hold one the largest collections in the West Country, covering the economic and social history of the area. The collection includes important rural life material from central Devon including rare wagons, domestic and industrial history and the iconic local steam locomotive '*Tivvy Bumper*' which linked the town to the mainline station at Willand.

The Museum is housed in a Grade 11 listed National School building with later extensions. We are a Devon Records Office Service Point and have a well-used local history library where people can research family and local history.

Until Covid 19 struck, we were open all year and attracted around 11,000 visitors per annum, comprised of approximately 8500 visitors to the museum, 6500 to the tourist information service [and 3000 outreach]. We provided a lively programme of events and exhibitions, and prided ourselves on being a family-friendly attraction. We were well-known for our work with schools and community groups, offering an excellent tailored service for schools and a wide variety of inspirational hands-on experiences for pupils of all ages, as well as a reminiscence service for care and residential homes.

The Museum is managed by our experienced professional Director, Pippa Griffith, who is supported by the board, a small paid staff team, and dedicated volunteers.

## **3. The Governing Body**

The museum is constituted as a Charitable Incorporated Organisation (CIO) and is governed by a Board of Trustees. The trustees are legally responsible for ensuring the museum is solvent, well run, and for delivering its charitable objectives. The CIO can have up to 12 trustees on its board.

Trustees are not paid, but reasonable expenses can be reimbursed. Remuneration for specific professional services may be agreed in certain cases.

All Trustees are collectively responsible for the decisions and management of the CIO. The role of the trustees is to:

- Take ultimate responsibility for directing the affairs of the CIO, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure the CIO has a clear vision, mission and strategic direction and is focused on achieving these as the CIO develops.
- Act reasonably and prudently in the best interests of the CIO, never in pursuit of personal interests or the interests of another organisation, meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the CIO, both tangible and intangible, taking due care over their security, deployment and proper application.

# **PRINCIPAL TASKS AND DUTIES OF THE BOARD**

## **Accountability, Legal and Financial Duties**

- Report on the Museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the CIO complies with its governing document, charity law, company law and any other relevant legislation or requirement.
- Ensure compliance with external funder conditions and service contracts.
- Ensure that the charity's governance is of the highest possible standard, and that it is openly and transparently accountable to funders, customers and stakeholders
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.

## **Policy and Planning**

- Contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, setting policy, defining objectives and setting targets and evaluating performance.
- Approve and review the Museum's Business Plan, focusing on key issues and providing informed guidance on new initiatives.
- Identify new sources of income and opportunities to maximise income generation within the Museum and encourage an ethos of entrepreneurialism.
- Ensure that all significant risks associated with the museum's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.

## **Advocacy**

- Safeguard the good name and values of the Museum and the CIO.
- Promote Tiverton Museum, its activities and its needs to the public, private and voluntary sectors so as to enhance the museum's profile and assist with its fundraising activities.
- Act as an enthusiastic and well-informed ambassador for Tiverton Museum at all times.

## **Employment and Human Resources Duties**

- Oversee the recruitment of the staff.

- Ensure the safe and efficient use of premises for staff, volunteers and the public, in-line with its Health & Safety Policy.

## **Sub-Committees and Working Groups**

Trustees may be expected to take part in sub-committees and working groups to deliver specific functions in greater detail and particular time-limited tasks.

For more details of the specific legal obligations of trustees visit the Charity Commission website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

## **4. Chair Role and Skills Required**

### **Key responsibilities of the Chair**

**To provide leadership for the board and work in partnership with the other trustees and Director to ensure that the museum has a clear vision, mission and strategic direction and that the Trustees and staff are focused on achieving these.**

**To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of the charity.**

**To support the Director to achieve the charity's mission and to optimise opportunities to develop audiences and income.**

**To lead the development plans of the museum which will underpin future sustainability.**

**To develop strong productive relationships with key stakeholders and funders, including local authorities, in partnership with the Director, other trustees, and local authority representatives on the board.**

### **Duties and tasks to fulfil the key responsibilities**

#### **GENERAL**

- To ensure that the Trustees govern the charity in the long-term interests of Tiverton Museum of Mid Devon Life
- To ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the Director and the Trustees.
- To advocate for the museum and communicate with key stakeholders and supporters.
- To ensure that policies set by museum support the vision, mission and strategic priorities and objectives.

- To ensure that museum measures and objectively reports on its progress in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets.
- To ensure that the staff team reports regularly to the board of Trustees on progress towards the strategic objectives, business and annual plans.

## **WORKING WITH THE MUSEUM DIRECTOR**

- To support the Director to achieve the charity's mission.

## **DIVERSITY**

We are committed to diversifying the board to better reflect our communities and audiences, bringing new insight and relevance to the museum. We therefore actively encourage people of diverse ages, gender, background and abilities to consider putting themselves forward.

## **PERSONAL CHARACTERISTICS, SKILLS AND EXPERIENCE**

### **Essential:**

- Values museums / heritage
- Strong personal/professional networks that can support the development of the museum
- Strategic thinker
- Experience of partnership working
- Experience of successfully chairing meetings and leading organisations
- Committed to diversity and inclusion
- A good understanding of charity governance
- A great communicator able to inspire the museum team and board
- Relishes a challenge
- The time to dedicate to the museum - estimated at (on average) 1 day per week
- IT literate

### **Desirable:**

- Business planning experience
- Fundraising experience
- Experience of capital development
- Experience of leadership in the charitable or heritage sector
- Experience of working with local authorities
- Knowledge of museums

## **5. Conduct and Eligibility**

Trustees are expected to abide by the Nolan Seven Principles of public life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership). For more details of the specific legal obligations of Trustees visit the Charity Commission website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

The law places certain restrictions on becoming a charity trustee. For example you cannot be under the age of 18, previously have been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the *Company Director's Disqualification Act 1986*, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

## **6. Time Commitment**

Normally, the full board would meet 6 times a year. However, since Covid 19 has struck, the board has at times been meeting monthly in order to manage the changing operational landscape and to support the team. We have also established a sub-committee to deal with operational matters and provide support for the Director and team on an ad hoc basis; this group has at times met weekly.

We anticipate that the Chair will be required to commit on average 1 day a week to the museum.

The Chair is asked to commit to a three-year term on the Board, with the option of serving for a further two terms, each of three years.

## **7. How to Apply**

You are invited to apply in confidence by submitting your CV and a covering letter highlighting how you feel you can contribute with reference to the skills and experience we are seeking, and any other information which you think is of relevance.

Please visit our website: [www.tivertonmuseum.org.uk](http://www.tivertonmuseum.org.uk) to learn more about us.

If you would like an informal exploratory conversation or to visit the Museum before making an application, please contact our outgoing Chair Andrea Rowe [roweandrea@me.com](mailto:roweandrea@me.com) Tel: 01884 258820 or our Director Pippa Griffith on: [director@tivertonmuseum.org.uk](mailto:director@tivertonmuseum.org.uk).

Our most recent Annual Report can be seen on the Charity Commission website under 'find charities'. Charity Registered Number: **1181976**

**Please return your application by 5pm on Friday 23rd April 2021 to: [mary@marygodwin.co.uk](mailto:mary@marygodwin.co.uk)**