

TIVERTON MUSEUM OF MID DEVON LIFE

Charitable Incorporated Organisation

Charity Number 1181976

TRUSTEE RECRUITMENT PACK



Contents

1. Foreword
2. The Museum
3. The Governing Body
4. Trustee Roles and Skills
5. Conduct and Eligibility
6. Time Commitment
7. How to Apply

1. Foreword

Thank you for your interest in becoming a Trustee of Tiverton Museum. This recruitment pack provides you with a brief introduction to the Museum and outlines our plans for the future.

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.

To help us take the Museum forward and plan our future operation we are seeking to appoint new Trustees to join our Board who can bring leadership and skills and experience in marketing and communications, fundraising, commercial operation and museum development. This includes a new Chair to take over at this exciting time as I am retiring.

I hope that after reading this information you will feel encouraged to apply to become a Trustee. If you would like an informal discussion before making an application please contact me on Chair Andrea Rowe email: roweandrea@me.com or telephone 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 Will-and.

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 Director, Pippa Griffith, supported by 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. With two board retirements in spring 2021, there will be 5 remaining trustees, leaving opportunities for up to 6 new people to join.

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 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. Trustee Roles and Skills

All Trustees should have an ability to think strategically, focusing on major issues, while recognising and supporting the realities and practicalities of managing an independent heritage organisation. They should also have:

- Well-developed and effective networking skills in a range of contexts and situations
- Well-established networks that bring positive benefit to Tiverton Museum
- Highly effective inter-personal communication and advocacy skills
- A readiness and ability to take on and deliver agreed projects and areas of activity
- A commitment to the charity's vision
- An ability to command respect amongst stakeholders and decision-makers in the public and private sectors
- An ability to achieve the confidence and command the respect of staff, volunteers, and museum users
- Willingness to devote the time and effort, including attending trustee meetings and occasional events.

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

We have recently carried out a board skills audit and as a result, we are in specifically looking for new people to take up the following roles and bring the associated skills to the board:

Chair Person (see separate role description and person specification)

Treasurer - a person with experience of financial management / accountancy / business planning to support the board, museum director and freelance accounting company to oversee the museum's finances and financial planning.

Trustee with Responsibility for Audience Development and Marketing - a person with professional marketing experience who can support the team to develop target audience segments and increase footfall in a cost-effective way using traditional and digital media. Someone who can support the team to optimise the benefits and income of the Tourist Information service.

Trustee with Responsibility for Fund-Raising - a person with specific skills and experience in fundraising, especially from individual donors, to support the museum director and staff team.

Trustee with Responsibility for Learning - a person with experience of formal education, especially primary school education, who can support the team to shape the learning service to match the needs of schools and maximise sustainability in a post-Covid world and support the museum trustees and staff to ensure safeguarding policies and procedures are in place.

Trustee with Responsibility for IT and Digital - a person with up to date knowledge of IT and digital technology who can support the team to explore and implement digital technologies to improve operational efficiency, support income and develop audience engagement.

Trustee with Responsibility for HR - a person with up to date professional HR and people management skills and knowledge to support the board and Director with employment matters.

5. Conduct and Eligibility

Trustees will be 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 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.

In future we anticipate that all trustees will be involved in specific project activity and sub committees in addition to full board meetings. It is essential that Trustees attend meetings so before making an application please do think carefully about your availability now and in the future.

Trustees are 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, together with names of two referees and a brief covering letter highlighting why you want to be a Trustee, how you feel you can contribute with reference to the skills and experience we are seeking, and any other information which you think will help.

Please visit our website: 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 Pippa Griffith on: director@tivertonmuseum.org.uk. or telephone: 01884 256295

For an informal conversation about the roles, please contact the outgoing Chair Andrea Rowe email: roweandrea@me.com or telephone 01884 258820

**Please return your application by: 5pm on 25th June 2021 to:
director@tivertonmuseum.org.uk**

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