



Tiverton Museum of Mid Devon Life

Trustee Recruitment Pack

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1 Introduction and How to Apply

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

We are at the start of an exciting journey, with a major programme of redevelopment that will transform the Museum. Our galleries will be updated and the collection redisplayed. New interpretation will tell engaging stories and celebrate the historic buildings. Flexible space will be created for temporary exhibitions and events, making the best use of the Museum for everyone.

This is a massive project, which will increase our presence in Tiverton and secure a popular and valuable mid Devon asset, for the future. We need your help to make this project a success. We are looking for trustees who can bring skills and experience to strengthen the Board of Trustees and enable the museum to grow and flourish during and beyond this project. We would welcome knowledge and experience in the following areas:

- Retail and hospitality
- Business planning and income generation
- Finance
- Fundraising
- IT/digital
- HR
- Marketing and audience development

This is not an exhaustive list. If you feel you have something to offer outside the areas outlined, please get in touch.

Tiverton Museum Achievements:

- We are so proud of the Museum and the small dynamic team who provide amazing and memorable experiences for a wide range of people
- Despite recent challenges from Covid and the cost of living, we are a financially sound and resilient organisation
- we consistently sustain high visitor numbers and welcome hundreds of school children for life changing learning experiences
- We have made excellent use of funding from the National Lottery Heritage Fund, Mid Devon Council and private charitable trusts. This has helped us prepare for the planned museum redevelopment and has included surveys of our historic buildings, outline strategies, business and management plans.
- We - have recently installed solar panels which will reduce energy costs and our carbon footprint

There is a lot going on at The Museum of Mid Devon Life, in Tiverton. But we want to do so much more. Develop an amazing experience for everyone and secure the Museum for future generations.

We can't do this on our own and we need your help to make this a success. Your knowledge and skills will help. You could be a key contributor to an amazing project that will change people's lives and the local area. It's also great CPD and an opportunity to develop life skills.

The application process is very simple, but if you would like an informal chat about applying or to have a look around the museum, please contact:

tivertonmuseumtrustees@gmail.com

Please apply to tivertonmuseumtrustees@gmail.com 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.

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.

Time Commitment

The board meets 6 times a year online, with occasional meetings at the museum. We have also established a sub-committee to manage operational matters and provide support for the Director and team. This group meets every three months.

We are developing a model where all trustees will be invited to support specific project activity and sub committees reflecting their skills, knowledge and experiences.

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.

Visit our website: www.tivertonmuseum.org.uk to learn more about us.

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

Please read on for more information about the Museum, how we are organised and operate, and some important details about the role of a Trustee.

2 The Museum

Tiverton Museum of Mid Devon Life is a vibrant, award-winning and much-loved museum that provides extensive displays on local history; a lively events programme, including temporary exhibitions, guided town walks, talks, holiday activities, themed days and lots more. We provide a popular and well-used learning programme for primary schools, and a reminiscence service for people in local care and residential homes. We are an Accredited museum (meeting a national standard of museum management) . We house and run the Tourist Information Service, promoting Mid Devon attractions and businesses.

Partly housed in a Grade II listed historic National School building, the Museum is a cornerstone of cultural heritage, community engagement, and education in the heart of Devon. For over 60 years, the Museum has preserved and celebrated the rich history of Tiverton and the surrounding region, bringing stories of the past to life for current and future generations. Members of the local community started the museum, and today 47% of our visitors (excluding school groups) are from Mid Devon. Over 60 volunteers from the local community support the museum. In 2024, we engaged with 24,155 people (museum visitors, schoolchildren, events, reminiscence and tourist information service). All our work makes a real difference to our local community where there is limited access to cultural and heritage organisations, particularly those that have a learning offer for schools, in a region where rural isolation and deprivation is an issue.

The museum's collection consists of farming objects (including nationally important, rare, Devon ship wagons), local trades and industry (including the post medieval wool trade and items from the Heathcoat Lace Factory); transport (one of four surviving GWR 14xx class steam locomotives, the only one constantly accessible to the public); domestic life; costume; archaeology; local government; and large photographic and paper archives, available for research. This heritage is particularly important to local people and those who have family connections to the area, as well as to textile and railway historians.

The museum is managed by a small team of dedicated staff and volunteers, led by the Director

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 delivering its charitable objectives and for ensuring the Museum remains solvent and well run.

There are currently eight trustees with the option to add up to four more.

Trustees are volunteers, 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

- Provide 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 to enhance the museum's profile and assist with its fundraising activities.
- Always Act as an enthusiastic and well-informed ambassador for Tiverton Museum.

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

In 2020 in response to Covid-19 a Strategic Subcommittee was formed. Meeting at least quarterly, the Chair of the Subcommittee along with three other trustees supports the Museum Director and the Board on operational matters.

During the redevelopment this Subcommittee may change its remit, with oversight of the project development, applications to the National Lottery Heritage Fund and the monitoring of the project objectives and activities. It is likely that there will be focused 'task and finish' groups to inform the stages of the redevelopment.

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
- 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 of staff, volunteers, and museum users
- Willingness to devote time and effort, including attending trustee meetings and occasional events.

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).