



TREASURER RECRUITMENT PACK

WELCOME

A MESSAGE FROM THE CHAIR OF THE BOARD OF TRUSTEES

Dear Applicant,

Thank you for your interest in joining the Board of Trustees at Ripon Museum Trust (RMT).

RMT comprises three unique heritage sites in the heart of Ripon city centre, North Yorkshire—Ripon Workhouse Museum & Garden, Ripon Prison & Police Museum and Ripon Courthouse Museum. Individually and collectively, the museums tell powerful and often challenging stories about law, order, justice and welfare and how these themes have shaped society past and present.

Our vision is to use the historic buildings and collections in our care to inspire curiosity, provoke debate and encourage reflection—helping people connect past and present in meaningful ways.

This is an exciting time to join the Board. We are working towards ambitious strategic goals and as we develop plans for the future, we are seeking new Trustees who can bring fresh perspectives, valuable expertise and a shared passion for heritage, education and social justice.

RMT is entering a transformative phase following the successful award of £2.5 million from The National Lottery Heritage Fund in September 2024 to deliver our ambitious Inspiration for a Fairer Future project. With additional match funding we are now in a position to deliver the full £3.3 million project. This is a landmark initiative designed to enhance visitor experiences, attract more diverse audiences, and safeguard Ripon's unique heritage.

We are keen to hear from anyone interested in sharing their skills, knowledge and experience to help RMT shape the future of its buildings, collection, outreach and engagement.

We are particularly interested in hearing from individuals who have proven experience in business development, fundraising, marketing and governance & compliance.

Alongside this, we are specifically recruiting for the role of Treasurer.

We believe our work is stronger when it reflects a broad range of voices and perspectives. That's why we're keen to hear from people of all backgrounds, cultures and lived experiences. You don't need experience in a cultural organisation or one like RMT to apply—many skills are transferable. Trustee experience isn't essential; we value enthusiasm, integrity, and a willingness to contribute.

If there's anything in this pack you'd like to discuss or if you need it in a different format to support accessibility, please email tania.berry@riponmuseums.co.uk

With best wishes,

Robert Ling

Chair of the Board of Trustees
Ripon Museum Trust



ABOUT RIPON MUSEUM TRUST

Over the last 40 years, RMT has transformed three heritage sites in the centre of Ripon, each representing a cornerstone of the British welfare system. All within walking distance of one another in Ripon city centre, the Workhouse Museum & Garden, Courthouse and Prison & Police Museums create a rich tapestry telling the complex story of poverty, crime and justice in Victorian Yorkshire.

Our vision is to use our unique trio of collections and stories within our museums to explore how justice, welfare and society have evolved, and to inspire people to reflect on the world we live in today. We want to use our heritage assets to inspire people to seek a fairer society.

Through excellent engagement programming and outreach, we will inspire people to become compassionate and active citizens, shaping society for the better.



This continued success is only possible thanks to the support of our visitors, volunteers, Trustees and community partners. We have strong and valued relationships across the heritage and tourism sectors, and with our local communities in Ripon and beyond, who recognise the social, cultural and economic value of our work.

We are an accredited independent museum and a proud Arts Council England National Portfolio Organisation (NPO). While we benefit from support from North Yorkshire Council and other partners, we know that delivering a powerful, relevant and sustainable visitor experience for the next generation depends on growing our commercial income and fundraising efforts.

OUR VISION

Use our heritage assets to inspire people to seek a fairer society.



OUR VALUES

We are committed to achieving high and consistent standards, investing in the right people and tools, and maintaining a professional approach across everything we do — whether as staff or volunteers.

Learning is central to our mission: we strive to create engaging, innovative opportunities for our visitors, and we are always seeking to improve by reflecting honestly on our performance and learning from others.

We believe in the power of teamwork, working collaboratively with trust, respect, and open communication. By valuing diverse perspectives and clearly defined roles, we create a supportive, inclusive environment where everyone can contribute to our success.



THE ROLE OF A TRUSTEE

As a Trustee, you will be able to contribute your skills and knowledge to a cause you care about and take decisions on a variety of matters that directly impact the future of our museums.

The Trustee board must always act in the best interests of the RMT and must act as a group and not as individuals. In law, Trustees have three particular duties – compliance, care and prudence.

The Museum is a charity. Our Board of Trustees provide the governance framework for the service and approves the strategic direction of the museum with day-to-day management delegated to the Director, Alexa Vernon who manages a staff of 10 and 100 active volunteers.

Your role is to ensure that RMT has a clear direction and purpose. You are responsible for setting clear objectives, establishing priorities, safeguarding the assets (money, property, staff, equipment) and using them effectively and exclusively to benefit those the charity exists to help.

In addition, to act as an escalation point for managing any risks relating to RMT. You will utilise your internal and external connections and networks to raise awareness of RMT's successes to help it achieve the objectives. And to lead, support and encourage a culture of openness, honesty and respect.



TIME COMMITMENT



- There are 10 Trustee meetings per year (one each month, excluding April and August).
- Board meetings last for two hours and mostly take place in person at the Workhouse Museum & Garden, with a facility to join online if needed.
- We also have the AGM in autumn/winter and have two Trustee away days which we hold on a weekend.
- Trustees may claim reasonable expenses for attending these meetings.
- New Trustees will undergo an induction programme and welcome to RMT.
- The museum regularly changes its exhibitions and runs a wide range of events. We hope that Trustees will get to know the staff and will try to support on-site and on-line activities where possible.



TRUSTEE SPECIFICATION

We are seeking new Trustees to join our Board who will play an active role in shaping the future of RMT. We welcome individuals who can:

- Thoughtfully challenge and help drive forward our strategic plan.
- Support the Senior Leadership Team in delivering our organisational goals.
- Contribute to stakeholder engagement and fundraising efforts.



In addition to fulfilling the statutory responsibilities of a Trustee, we are looking for individuals who bring the following qualities and commitments:

- A genuine commitment to RMT and alignment with our culture and values.
- Willingness to invest the time and energy required for effective governance and contribution.
- Strategic thinking and sound judgement.
- The confidence to express your views and the openness to listen to others.
- A collaborative spirit and the ability to work well as part of a team.
- An understanding of, or willingness to learn about, charity governance and the role of Trustees.
- It would be beneficial to have a local knowledge to Ripon and North Yorkshire.
- It would be beneficial to have fundraising experience.
- A commitment to the Nolan Principles of Public Life:
Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

We value diversity of thought and experience and encourage applications from people of all backgrounds.

TREASURER SPECIFICATION

RMT is looking for a Treasurer to join our Board of Trustees. As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of the charities financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation. We're interested in hearing from candidates with experience in finance, audit, strategy, governance, and risk.

The Board of RMT makes a significant contribution to the achievement of its ambitions, through focusing on strategy and governance and providing constructive support and challenge. The Board does this by bringing a wide range of expertise and experience and embracing the ambition and culture of RMT in everything it does.



The role of Treasurer involves:

Budgeting and Strategic Financial Planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.

Statutory Financial Reporting

- Explain technicalities of accounts in plain language which is fully understood by the Trustees.
- Guide and advise fellow trustees to formally approve the annual report and accounts.

Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the Board informed of unrestricted reserves position regularly and advise to cope with changing circumstances.

TREASURER SPECIFICATION CONTINUED

General Governance

- Being a proactive member of the Board, contributing to the organisations aims and overseeing the delivery of the current strategy and the development of future strategies.
- Ensuring the Charity complies with their governing document, charity law, company law, and other relevant legislation or regulations.
- Ensuring systems are in place, such that the Charity's administration is effective and efficient.
- Ensuring controls are in place to safeguard the Charity's assets and ensure they have a sound financial framework to operate within.
- Advising on the financial implications of RMT's strategic plans and overseeing the charity's financial risk-management process.



We are particularly seeking applications from candidates with the following knowledge, skills and experience:

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP.
- Competent use of IT skills, particularly Excel.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills.

OUR COMMITMENT TO ACCESSIBILITY AND INCLUSIVE RECRUITMENT

RMT is committed to being an inclusive and accessible organisation. We want to ensure that everyone who is interested in becoming a Trustee has an equal opportunity to apply and participate in the recruitment process.

We recognise that people may face a range of barriers to applying or taking part in interviews or meetings, and we are committed to removing or minimising these wherever possible.



To support this, we offer:

- **Anonymised recruitment:** We will review applications anonymously wherever possible to help reduce unconscious bias.
- We will request that applications are sent via a specific email address. From there, they will be anonymised and forwarded to the Trustee recruitment decision makers with no name or identifying details included.
- **Flexible application formats:** We welcome applications in written, audio or video format. If you would prefer to apply in another way, please let us know.
- **Access and support needs:** If you require any adjustments during the application or interview process, we will do our best to accommodate them.
- **Financial support for access:** We can cover reasonable travel or accessibility-related costs associated with attending interviews or Trustee meetings, including transport, childcare, personal assistant support, or digital access needs.
- **Ongoing accessibility:** We are working to make our Board meetings, communications, and documentation fully accessible. Meetings can be held online or in hybrid format where appropriate.
- If you have any questions about accessibility or need additional support to apply, please contact tania.berry@riponmuseums.co.uk – we're happy to have a conversation about how we can best support you.

HOW TO APPLY

We look forward to hearing from you!

Your application should include:

- A CV including a full employment history showing responsibilities held and relevant achievements; an email address and mobile phone number and the contact details for two referees.
- A covering letter (one side of A4) telling us why you are interested in being a Treasurer at Ripon Museum Trust and what skills you would bring to the Board.
- Please send CV and covering letter to tania.berry@riponmuseums.co.uk
- Closing date is 5pm on Friday 30th January 2026.

