RIPON MUSEUM TRUST

Workhouse Museum
Prison & Police Museum
Courthouse Museum

Treasurer Recruitment Pack

Three Museums. One Powerful Story.



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ARTS COUNCIL ENGLAND

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Heritage Fund

A welcome from our Chair



Dear Applicant,

Thank you for considering becoming Treasurer of Ripon Museum Trust.
Across our three museums — the Workhouse Museum & Garden, Prison & Police Museum and Courthouse Museum — we tell powerful stories about poverty, justice and reform. They are stories rooted in the past, but they still prompt important questions about fairness, responsibility and the kind of society we want to live in today.

That sense of purpose runs through the organisation. We want our museums to be places where people are curious, where different perspectives are welcomed, and where learning and reflection can lead to better understanding. We are fortunate to work with staff, volunteers and partners who care deeply about that mission and about doing their work well.

This is an important moment for Ripon Museum Trust. Following a £3.3 million programme of investment, supported by The National Lottery Heritage Fund and other funders, the Workhouse Museum successfully reopened in 2026. We are now looking ahead with real confidence. The next challenge is to make sure that momentum is matched by strong, sustainable decision-making for the future.

As Treasurer, you would have an important part to play in that. You would bring your financial experience to the Board, help us ask the right questions and contribute to decisions that affect the whole organisation — from how we use our resources to how we plan for the years ahead.

We also see this as an opportunity for the person who joins us. You may be looking for your first Board-level role, or for a chance to use your professional experience in a different setting. You do not need to arrive with a background in museums or heritage, and you do not need to have been a Trustee before. What matters is the perspective you bring and your ability to work openly and constructively with others.

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.

I hope this pack gives you a sense of both the responsibility of the role and the opportunity to be part of an organisation with a clear purpose and an ambitious future.

Robert Ling
Chair of the Board of Trustees

Three Museums. One Powerful Story.

Together, our museums explore the interconnected themes of poverty, justice and reform, and the people whose lives were shaped by them. We share real stories from the past to help people understand the present and consider a fairer future.







Ripon Museum Trust is an independent, accredited museum caring for three historic sites in the heart of Ripon.

Our work spans visitor experience, learning, collections, events and community engagement, supported by staff, volunteers and Trustees.

As an Arts Council England National Portfolio Organisation, we are focused on building a strong and sustainable future for the museums — growing audiences, developing income and ensuring our collections and stories continue to make an impact.

OUR VALUES

Professional
High standards, clear roles and a thoughtful approach.

Collaborative
We work with trust, respect and open communication.

Curious
Learning, reflection and a willingness to improve.

Inclusive
We value different perspectives and want everyone to be able to contribute.

Your role as Treasurer

As Treasurer, you'll combine the responsibilities of a Trustee with a particular focus on the financial health, resilience and long-term sustainability of Ripon Museum Trust. You'll work with fellow Trustees and the senior leadership team to provide financial insight, constructive challenge and assurance as the organisation plans for the future.

At a glance

- Voluntary role
- 10 Board meetings per year
- Meetings around two hours
- Held mainly online
- AGM and two away days
- Reasonable expenses covered
- Induction programme

Key areas of responsibility

Strategic financial planning
Help ensure the Trust's plans are financially sound, that budgets support both short- and long-term priorities, and that financial implications are considered when major decisions are made.

Financial oversight and reporting
Keep a clear view of the Trust's financial position, help the Board understand the numbers, and support fellow Trustees in making informed decisions about budgets, accounts and performance.

Reserves, controls and risk
Help ensure appropriate financial controls are in place, that reserves are managed responsibly, and that the Board understands the financial risks facing the organisation.

Board contribution and governance
Play a full part in Board discussions beyond finance, contributing judgement, challenge and support to the wider strategy and governance of Ripon Museum Trust.

What you could bring

We're looking for someone who is curious, thoughtful and confident enough to ask good questions. You'll have a strong grounding in finance, but you don't need to have been a Treasurer before.

You might be building your career, looking for your first Board-level opportunity, or ready to use your professional experience in a different setting. What matters is your judgement and your ability to work constructively with others.

Financial confidence
You can understand financial information, spot risks and explain what matters clearly.

Strategic thinking
You can look beyond the numbers and consider what they mean for the organisation as a whole.

Constructive challenge
You're comfortable asking questions, testing assumptions and helping others reach good decisions.

Shared values
You care about doing things well, listening to different perspectives and contributing positively to the work of the Trust.

Formal requirements

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP.
- Competent IT skills, particularly in 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.

Becoming a Trustee

You don’t need to have been a Trustee before. As a Trustee, you’ll join a group that shares responsibility for the future of Ripon Museum Trust. The Board sets direction, asks difficult questions, manages risk and makes sure the charity’s resources are used well. Day-to-day management remains with the Director and staff team. Trustees make decisions collectively. You won’t be expected to know everything from day one, and we’ll support you with an induction and opportunities to build your understanding of charity governance.

Act in the Trust’s best interests
Trustees make decisions for the benefit of Ripon Museum Trust and the people it exists to serve.

Share responsibility
The Board acts collectively. Individual Trustees bring different expertise, but responsibility for decisions is shared.

Safeguard the organisation
Trustees help protect the Trust’s finances, buildings, collections, people and reputation, and make sure risks are understood and managed.

Set direction, not manage day to day
The Board agrees priorities and provides oversight, while operational management sits with the Director and staff team.

Bring challenge and support
Good governance means asking questions, listening to different perspectives and helping the organisation make better decisions.

Uphold high standards
Trustees are expected to act with integrity and in line with the Nolan Principles of Public Life.

You’ll also be encouraged to get to know the museums, staff and volunteers so that your Board contribution is grounded in a real understanding of the organisation.

How to apply

If you're interested in becoming Treasurer of Ripon Museum Trust, we'd be pleased to hear from you.

Please send

- Your CV, including your employment history and relevant achievements.
- A short covering letter, no more than one side of A4, explaining why you're interested in the role and what you could bring to the Board.
- Contact details for two referees.

Send your application to:
liz.ashworth@riponmuseums.co.uk

Closing date:
Sunday 22nd November 2026

The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are expected to share this commitment and will be subject to appropriate pre-appointment checks, including DBS checks where applicable.

Accessibility and inclusive recruitment

We want our recruitment process to be accessible and welcoming to everyone.

Applications can be submitted in written, audio or video format. If you need any adjustments during the application or interview process, please let us know and we'll do our best to support you.

We can also cover reasonable accessibility-related costs connected with the recruitment process or Trustee meetings, including transport, childcare, personal assistant support or digital access needs.

If you'd like to discuss any support or adjustments before applying, please contact Liz Ashworth, Business Support Coordinator at liz.ashworth@riponmuseums.co.uk

We look forward to hearing from you