



## Join us as a trustee

Ripon Museum Trust is in an exciting phase of expansion. In 2017 we bought the former union workhouse site, doubling the size of the largest of our three museums. Our ACE National Portfolio Organisation status which began in 2018 is helping us to deliver enhanced curation, a new outreach programme, art commissions and a significant expansion of our digital provision. Our expression of interest for the first phase of our development plan has been accepted by the National Lottery Heritage Fund and we are about to submit a Development Phase Bid to them for work valued at £2.25 million.

With one of our trustees due to retire at this year's AGM in October we are looking for a new trustee to bring our board of nine back to full complement. The board of trustees provides the governance of the organisation which is both a registered charity and a company limited by guarantee. With expansion in many areas, a new trustee can make their mark on an organisation that is continuing to grow. This is an excellent opportunity for anyone who wants to broaden their experience to make a valuable and lasting contribution to developing heritage assets of national importance.

The Trust's vision is to use our heritage assets to inspire people to seek a fairer society. That translates into a mission to use the unique trio of the Workhouse, Prison & Police and Courthouse Museums together with the collections and the stories they tell to help people explore big issues such as fairness, equality, justice and welfare. Our Strategic Plan 2021-26 sets out the strategic aims which are helping to shape our work.

The Trust's operations are led by a staff team supported in part by the NPO funding. Much of the museum delivery is in the hands of dedicated volunteers and the Trust is keen to maintain this long-established volunteer ethos. Our volunteer surveys show a high level of satisfaction, with the museums considered as a great place to volunteer.

All applications are welcome but especially those from people with the skills and expertise to help us as we expand and become an increasingly complex organisation with strategic performance management and risk, accountability and decision making.

The Trust would especially welcome applications from: early career professionals seeking their first governance position and people with protected characteristics under the Equalities Act 2010, as they are currently underrepresented on the board.

We are committed to ensuring the widest possible field of candidates for this position and will consider any reasonable request to make this possible.

There are four standard board meetings plus two strategic away days each year. Board papers are sent out a week in advance to give time for reading and questions. There will be the opportunity depending on availability and skills to join committees of the board of



which there are five. We are a charity and a company limited by guarantee so you would fill the dual role of a trustee of the charity and a director of the company.

Standard board and committee meetings are in the evening; strategy away days are often in the daytime at a weekend. There is some flexibility in setting times and dates if required. Like most organisations we have been meeting digitally during the pandemic and are likely to continue with a hybrid of digital and physical meetings as appropriate.

The trustee role profile is available below.

### **Process**

Please send a letter expressing your interest and a brief personal statement to the Chair of Trustees, Richard Taylor, at [richard.taylor@riponmuseums.co.uk](mailto:richard.taylor@riponmuseums.co.uk) by our closing date of Sunday 12 September 2021.

Shortlisted applicants will be invited to visit for an informal discussion with some trustees at a date and time in early September to be agreed. Appropriate expenses will be paid.

The chosen candidate will be recommended by the Board for appointment by the AGM on 5 October 2021. A third of trustees retire at each AGM but are eligible for re-election.

Reasonable expenses for attending Board meetings (including childcare payments) will be considered.

If you would like to discuss the opportunity before applying then please contact the Chair of Trustees, Richard Taylor, on 07720 751562.

## **Role Profile of a Trustee of Ripon Museum Trust**

Based on the Good Trustee Guide from NCVO

### **The duties of trustees are:**

- To ensure the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those objects are) for the benefit of the public.
- To ensure the organisation defines its goals and evaluates its performance against targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.

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- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the trustee has special expertise.

#### **Trustee person specification**

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Sitting on appraisal, recruitment and disciplinary panels as appropriate.