

**PRIEST'S HOUSE MUSEUM & GARDEN
(INCORPORATING EAST DORSET
TOURIST INFORMATION CENTRE)**

The Museum of East Dorset

**WIMBORNE MINSTER
DORSET**

Trustee Recruitment Pack



Contents

1. Foreword
2. Priest's House Museum Trust
3. Priest's House Museum & Garden
4. Trustee Role Description
5. Trustee Person Specification
6. Eligibility
7. Time Commitment
8. How to Apply

1. Foreword

Thank you for your interest in becoming a Trustee of the Priest's House Museum Trust. This Recruitment Pack provides you with a brief introduction to the Trust and its plans for the future.

The Trust has recently been awarded a Heritage Lottery grant of £982,200 towards an exciting £1.6million re-development of the Museum. This is an ambitious project that integrates the East Dorset Information Centre with the Museum to provide a new visitor service point, reception area and improved retail space on the ground floor.

The project will also address the need to provide a new interpretation in the Museum and enable us to enhance our community engagement work through a three year Activity Plan. This is an exciting project that will transform our visitor offer and enable us to extend our education programme and outreach activities across East Dorset.

To help us deliver the *Revival* Project and plan our future operation we are seeking to appoint up to three new Trustees to join our Trust Board (two of the vacancies are due to current Trustees coming to the end of their tenure) who can bring skills and experience in business management and commercial development, communications and fundraising.

I hope that after reading this information you will feel encouraged to apply to become a Trustee.

For an informal confidential discussion to hear about the opportunity and the Priest's House Museum Trust, and for a recruitment pack please contact David Morgan, Chairman or Emma Ayling, Museum Director on 01202 882533 or e-mail museum@priest-house.co.uk.

Website: www.priest-house.co.uk

David Morgan
Chairman, Priest's House Museum Trust

2. Priest's House Museum Trust

The Priest's House Museum Trust is a charitable company with responsibility for managing the Museum and its activities. Following a governance review undertaken during 2017, the Trust Board agreed a new constitution and charitable objects that more accurately reflect its current operation and activities.

Our Vision:

We are for and about the communities of East Dorset. We aspire to share their stories and celebrate their heritage, connecting people and place - past and present.

Our Values:

Underpinning the Trust's vision are six key values that resonate across our service offer:

- *Preserving and developing our heritage and knowledge for future generations.*
- *Using our collections to inspire and engage people with their past.*
- *Enabling people to discover and share their stories.*
- *Providing a public information service.*
- *Reaching out to communities across generations in East Dorset.*
- *Valuing people who work with and participate in the Museum.*
- *Improving and developing what we do and how we do it.*

3. Priest's House Museum & Garden

The Priest's House Museum was founded in 1962 by Miss Hilda Coles in the 16th century townhouse that was her home. Located in the centre of the town opposite the Minster, the building was previously an ironmonger's shop and has a Grade II* listing.

The Museum plays an active part in the community life of the town, providing a lively programme of events, education sessions and community outreach activities across East Dorset, supported by a dedicated team of over 180 volunteers.

Led by a small staff team under its Director, Emma Ayling, our volunteers work across the full spectrum of museum activities, cataloging collections, manning the reception area, running our teahouse and maintaining our garden. There is a strong team ethos within the Museum. Some of our Trustees work as volunteers, helping with events and fundraising.

The Museum is an Accredited Museum and has won a number of awards including the Sandford Award for 'Excellence in Heritage Education' six times. The Museum works closely with schools and colleges in the area and offers student placements in the Museum.

Our collections focus on the archaeology and social and local history of East Dorset with a small but important local history library and archive. The house also features period displays, a number of themed galleries and a beautifully maintained townhouse garden at the rear.

The creation of an Open Learning Centre at the back of the Museum has provided much needed space for learning and community engagement work, as well as a new tearoom and accessible collection stores. The Museum has a strong track record of working with community groups across East Dorset. The Priest's House Museum Theatre Group was set up in 2015, supported with an Arts Council grant, and goes from strength to strength, working with disabled people. We also manage a programme of community-focused exhibitions and events, including recently an HLF funded project on the First World War and East Dorset.

The Museum will close in December 2018 for refurbishment. It is planned that it will re-open in the spring of 2020. During the closure, the Museum's tearoom and garden will remain open, along with the Tourist Information Centre which will re-locate to the Open Learning Centre. A number of services such as learning and local history, as well as exhibitions and community engagement programmes will continue to be offered through outreach and temporary locations.

The Museum has secured a funding package from East Dorset District Council until 2020.

4. Trustee Role Description

The Trustees have overall responsibility for the Trust and act as its governing body. Trustees are legally responsible for directing the affairs of the Trust, ensuring that it is well run and delivering its charitable objectives.

Trustees will not be paid. Remuneration for specific professional services may be agreed in exceptional cases and work to be agreed ahead of activity on a full transparent basis to all the Trustees. Trustees are also Directors of the East Dorset TIC Trading subsidiary. The Priest's House Museum Collections Trust is a separate charity that holds the assets and collections of the Museum.

All Trustees are collectively responsible for the decisions and management of the Trust. The role of the Trustees is to:

- Take ultimate responsibility for both supporting and directing the affairs of the Trust, and to do so with innovation, creativity, ambition and deal head on with any issues and challenges.
- Ensure the Trust has a clear vision, mission and acts strategically, and is continually focused on the key goals and that these are considered both for the short and long term.

- Act reasonably and prudently in the best interests of the Trust, 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 Trust, both tangible and intangible, taking due care over their security, deployment and proper application.

Principal Tasks and Duties

Accountability, Legal and Financial Duties

- Report on the Museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the Trust complies with its governing document, charity law, company law and any other relevant legislation or requirements.
- 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 and including the Trust's key performance indicators.
- Monitor performance of the Museum's trading subsidiary.
- Each Trustee to actively take responsibility for ongoing training to ensure the Trust meets its legal and social requirements and to share their knowledge with the Board.

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.
- To assist in the updating and development of 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 Trust'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 Trust.

- Promote the Priest's House 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.
- Advocate and promote the Museum to current and potential funders, including individuals and businesses.
- To be a proactive ambassador who is at all times enthusiastic and well informed for the Priest's House Museum.

Employment and Human Resources Duties

- Oversee the recruitment, induction, development and well-being of staff.
- Ensure the safe and efficient use of premises for staff, volunteers and the public, in-line with its Health & Safety Policy.

Committees, 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. The Trust currently has the following sub-committees:

- Audit, finance and risk
- Human resources
- Revival Project
- Branding, fundraising and marketing

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).

5. Trustee Person Specification

Trustees must have an ability to think strategically, focusing on major issues, while recognising the realities and practicalities of managing an independent heritage organisation.

The Board has identified experience/skills in one or more of the following areas:

- Accountant/treasurer
- Commercial and financial acumen
- Digital marketing

- Fundraising
 - Human Resources with focus on learning and development
 - Local networks - to be well connected across local, regional and national networks
 - Retail, hospitality and tourism
-
- Well-developed and effective networking skills in a range of contexts and situations
 - Well-established and current professional networks that bring positive benefit to the Priest's House Museum
 - Highly effective inter-personal, communication and advocacy skills
 - A readiness and ability to take on and deliver agreed projects and areas of activity, including fundraising activities
 - A commitment to the Trust's vision and empathy with the Priest's House Museum and stakeholders
 - 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
 - A strategic thinker, with an ability to put strategy into action
 - A team player
 - Accepts consensus decisions
 - Adequately prepares for Trust meetings and other relevant events and meetings
 - Be flexible and proactive with communications between Trustees and committee meetings whether by email, telephone or face to face as required

Conduct of Trustees

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).

6. Eligibility

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).

7. Time Commitment

The Trust Board normally meets four times a year. However, it may be necessary to convene additional meetings if business dictates.

It is essential that Trustees attend meetings when required, and before making an application you should 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.

8. Diversity and Equality of Opportunity

The Priest's House Museum Trust values and promotes diversity and is committed to equality of opportunity for all. All appointments will be made on merit in relation to the contribution they are able to make to the organisation.

9. How to Apply

You are invited to apply in confidence by submitting your CV, together with a brief covering letter highlighting why you want to be a Trustee, outlining your suitability to the role and how you feel you can contribute with reference to the skills and experience we are seeking, any other information which you think will help the Selection Panel, and clarifying where you heard about the Trust.

For further information on what we do and current events please visit our website, www.priest-house.co.uk.

Our most recent Annual Reports can be seen on the Charity Commission website under 'find charities' (Charity Registered Number: 1068540).

Please return your application by **Wednesday 17 October 2018**.

Interviews will be held at the Priest's House Museum & Garden on **Tuesday 23 October 2018**.

We will acknowledge receipt of your application. Shortlisted applicants will be invited to an interview with the Selection Panel. Appointments will be based on merit.

Newly appointed Trustees will be co-opted onto the Trust Board, pending ratification of appointment at the AGM, which will be held on the **29 November 2018**.

Please post or email your application, in confidence, to:

David Morgan
Chairman
Priest's House Museum & Garden
The Museum of East Dorset
23-27 High Street
Wimborne Minster
Dorset BH21 1HR

Email: museum@priest-house.co.uk

Deadline for applications: Wednesday 17 October 2018

Interviews will be held at the Priest's House Museum & Garden on: Tuesday 23 October 2018