



## TRUSTEE APPLICATION DETAILS

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### **Help make Ramsey Rural Museum a place where stories are told, and the past is revealed.**

Would you like to play a part in developing an exciting future for a much-loved museum?

Do you want to make use of your talent and energy, with opportunities for personal growth and fulfilment?

Are you interested in making a difference to museum visitors' lives?

### **About Ramsey Rural Museum**

The museum has been in existence since 1978 when the idea was first mooted by a local vicar and farmers. We opened to the public in 1988 and have been slowly renovating the old buildings into a rather superb museum celebrating and educating about the local area in terms of the agriculture, small trades and social history, building on archives and researching objects as necessary.

We have over 35000 artefacts ranging from large balers down to a needle.

The museum was founded on the skills, energy and enthusiasm of volunteers who transformed their vision into reality, and it has served us well over the years. To ensure we adapt for modern audiences in a competitive marketplace, we now look for Trustees who embody this pioneering spirit, who are prepared to work as part of a team and help forge a new future for the museum.

### **Vision**

Our vision is that the museum is open and interesting for all by telling stories in an attention-grabbing fashion.

### **Mission**

The museum's mission is to challenge the way people think about Ramsey, its landscape and its people.

**Ideas:** we use our collection to educate about an area that was partially closed to the outside world for a lot of its past

**Identity:** we reflect and celebrate the region and its communities; we try to inspire local pride.

**Impact:** we promote wellbeing for people and seek to educate, wherever possible, through fun and interesting exhibits

### **Values**

**Relevant:** we engage people with our collection and how the past relates to their present lives.

**Open-minded:** we challenge ourselves and others.

**Collaborative:** we build partnerships; we actively involve people.

**Sustainable:** we work towards a sustainable world.

**Pioneering:** we want to be recognised nationally as a museum with a focus on local history, agriculture, employment and social history with good practices and research values.

## **Role description: Trustee**

### **What is expected of Ramsey Rural Museum trustees?**

Trustees use their skills, expertise and experience to support the museum, helping us to achieve our strategic aims. Trustees also often learn new skills during their time on the board. Being a trustee means making decisions that will impact people's lives, the future of the museum and our local community.

### **Key expectations of trustees are to:**

- contribute – help where possible and offer the benefit of their expertise to support the museum.
- attend meetings and other events – take part in discussions and make decisions, prepare fully for meetings by reading papers, listen to other people, challenge sensitively and respect diversity, be fair and open.
- act jointly and accept a majority decision – make decisions collectively with the other the trustees and stand by them, respect confidentiality.
- have an up-to-date knowledge of the museum – understand how the museum works and the environment within which it operates.
- take advice – seek and consider professional advice on anything about which the trustees do not have expertise themselves.

### **Trustee responsibilities:**

- Ensure that the museum's assets (its property, land, collection, people, etc.) are used towards meeting the charitable objectives.
- Be responsible, along with the other trustees, for the success of the museum: set the strategic aims, ensure that necessary resources are in place to meet them and monitor performance.
- Review and approve the business plan, budget, museum policies and the strategic programme.
- Define the values and standards of the museum, including the mission statement and policies. Once the board has agreed on strategy and policies, it defers responsibility for execution to the Operations Sub-Committee (executive) and assumes a monitoring role, challenging and supporting the museum's director and management team.
- Ensure transparency and accountability in the museum's activities being mindful of the support from grant and donation givers.
- Regularly review and consider the risks to the museum's success and future.

### **Person Specification:**

It is essential that trustees should:

- Be able to see the bigger picture and think creatively.
- Have a commitment to enabling equality and diversity.
- Be willing to learn and open to new ideas.
- Be able to listen, talk to and get on with other people.
- Be prepared to visit regularly and understand the museum, where it came from and its current journey.

It is desirable that trustees have:

- An interest in museums and heritage may help but is not essential.
- A strong personal network
- A specialism in one of the areas we have highlighted as needing support (see the FAQs)

**Trustee roles are voluntary and are not remunerated although reasonable travel expenses may be paid.**

## **Application process FAQs**

### **What is the board and what is its role?**

The Board of Trustees consists of between 3 and 9 people from varied backgrounds who jointly take responsibility for ensuring that the museum is well-run and that it delivers its charitable aims.

Our charitable object, as defined in our governing document, is:

- (1) The advancement of the education of the public by the provision and maintenance of a Museum in or around the town of Ramsey
- (2) The acquisition, restoration and exhibition to the public of rural bygones and items having a connection with the social, domestic, craft, trade, industry, agriculture and rural history (in Ramsey and the surrounding villages)
- (3) Promote research relating to the collections of the Museum and the publication of the results.

We are looking for up to 6 Trustees to increase the available depth of skills and knowledge, and to reduce the burden of work resting on the current Trustees.

### **What is our formal governance structure?**

The Ramsey Rural Museum is a Registered Charity under the Charity Commissions 'Charitable Incorporated Organisation' format using the 'Foundation' constitution model.

### **Who can be a trustee?**

Membership of the Board of Trustees is open to all adults over 18, unless you:

- Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
- Are bankrupt, or you have entered into, a formal arrangement (e.g. an individual voluntary arrangement) with a creditor.
- Have been removed as a company director or charity trustee because of wrongdoing.

The museum actively encourages applications from those who are traditionally under-represented in such roles and aims to ensure that our organisation reflects our local community and delivers our inclusion agenda. The most desirable qualities in a trustee are a commitment to the museum, and the ability to contribute towards the delivery of its aims.

### **How long would I need to serve?**

Trustees serve 3-year terms up to a maximum of three terms. New trustees are expected to make a commitment to serve 3 years initially. All new trustees will have a 6-month probationary period.

### **How much time does it take up?**

We estimate a minimum time commitment of 15 days per year. The Board currently meets each quarter via Zoom. Once we are able, we will revert to our usual schedule of physical meetings four times a year. In addition, there are formal events and the AGM, usually in March or April and currently part of an extended Trustee meeting. Trustee attendance is also encouraged at volunteer events. In addition to formal meetings, trustees are encouraged to take a deeper interest in an aspect of the museum's workings and to attend two public open sessions per season. Trustees commit to serving a term of three years, which can be renewed up to a maximum of nine years.

## What skills are we looking for?

We welcome applications from people with a wide range of skills and experience, and from diverse backgrounds. We have identified some areas we would like to have help. However, we welcome applications from anyone who feels they have something to give which is not on this list:

<b>Finance</b>	Applicants with experience of a Finance function within a charity or business. Formal qualifications would be a benefit. Willingness to stay up to date with rules, processes and procedures
<b>Marketing/PR</b>	Experience and up to date knowledge of marketing, brand enhancement and PR including the use of social media processes from both practical and theoretical perspectives
<b>Collections and Museum</b>	Current experience of museum management preferably from within the Cambridgeshire area with knowledge of interactions with the various groups in the county. A good professional network within the heritage community Able to advise on the processes, tools, procedures and museum interactions of which we should be taking advantage. Ability to identify the need for and to drive change
<b>Fundraising</b>	Experience of the processes and methodologies involved in fundraising programmes, especially the tools available and the procedures required to be implemented.
<b>Curatorial</b>	We see this role as key to the development of the museum as a museum and ultimately, we need both a Trustee and functional roles filled. Experience of a Curatorial role in a museum. Ability to plan, design and drive change. Identify specific touring and internal temporary and permanent exhibitions.
<b>Commercial</b>	Experience of running a business and all relevant skills and attributes ideally including Health & Safety. Knowledge of Hygiene issues for the Café and of a catering business. Experience of a successful small retail establishment.
<b>Volunteer Management</b>	Able to act as a totem pole for all volunteers. Act as a conduit between Trustees, the executive and general volunteers Structure volunteer involvement and commitment to build cohesive, happy, driven teams
<b>Legal &amp; HR</b>	Knowledge of the legal and HR requirements of running a charity and heritage site and to remain up to date in this area. Able to advise and instruct the Board in order that they remain compliant with all such rules and regulations.
<b>Strategy</b>	Experience in planning strategically and of delivering small and large change in heritage or commercial environments.

## Can I talk to someone about the roles before I apply?

If you have any questions or would like to talk to one of the existing trustees before you apply, please call Dr Ian Gaunt, Chair on 01487 710702 or email [curator@ramseyruralmuseum.co.uk](mailto:curator@ramseyruralmuseum.co.uk).

We would also suggest that you have a look at the information on our website [ramseyruralmuseum.co.uk](http://ramseyruralmuseum.co.uk)

Also, you may like to see our accounting information on the charities commission website:

**CIO**

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5131446/contact-information>

**COMMUNITY TRUST**

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/290110/contact-information>

## How to apply

To make an application please complete a short form:

- The application form: <https://www.surveymonkey.co.uk/r/T38M7KB>
- **If, for any reason you are unable to apply electronically, or you need help in applying please contact Dr Ian Gaunt as shown above.**

The closing date for applications is **22 February 2021**.

All applicants will be invited for an informal, video interview with the trustees. This will be in the week commencing **1 March 2021**

Appointments will be made subject to receipt of satisfactory references.