

Chair of Trustees Recruitment Pack



**Bridport
Museum**

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Bridport Museum Trust is looking for a new Chair of Trustees to lead our vibrant museum into its next phase



Welcome

As an independent charity, Bridport Museum is managed by a dedicated and experienced board of trustees, and we are now looking for a new Chair to head the board.

Our board currently comprises six Trustees, who between them have a wealth of experience in areas including museums, social and local history, charity management, finance, governance, HR, strategy.

The current Chair has steered the museum through a period of major change including changes to the organisation's governance and management, a community-focused collections review, and past the challenges of the pandemic-related closure and re-opening.

We are now seeking an inspirational individual with experience and dedication to take the Museum forward as it settles into its new phase, while continuing to develop innovative collections, exhibition and interpretation strategies.

About Bridport Museum

Bridport Museum is a fully Accredited Museum in Bridport, Dorset, on the World Heritage Site Jurassic Coast. It is managed by Bridport Museum Trust Ltd, a registered charitable company, formed in 2002 to take responsibility for the collections, buildings and staff from West Dorset Council.

The Museum has a long history in the town, originally founded as an Art Gallery and Museum in 1932 when Percy Codd donated the Old Castle building to the Town Council to display his paintings. It underwent a major £1.3 million Heritage Lottery-funded redevelopment in 2016–17.

Programming includes temporary exhibitions, activities, talks and other events. The learning programme supports local schools and community groups. The Trust plays an active role in the cultural life of the town, supporting local events and festivals.

We are led by joint Museum Managers, supported by an enthusiastic, committed and active team of wonderful volunteers.





Our vision, mission and values

Our vision

People love and value Bridport Museum; they are inspired and engaged by the stories we tell, helping them understand the significance of Bridport's past, appreciate the present, and imagine the future.

Our mission

- To care for and build high quality, unique and exciting collections, including our nationally important rope and net collection.
- To share our knowledge and passion, creating exciting experiences that encourage everyone to engage with our heritage.
- To create a resilient and inspirational organisation that will thrive for future generations.

Our values

- Creativity: we are innovative, imaginative, open, exciting and progressive.
- Integrity: we are professional, thorough, honest, respectful and consistent.
- Friendliness: we are welcoming, enthusiastic, inclusive, accessible and collaborative.



Our Strategic Aims

Our Strategic Aims for 2020-25 are:

- To secure the financial resilience of the Museum and make the Trust more sustainable
 - To ensure that the collections are better understood, cared for, used and valued
 - To continue to deliver a first-class user experience through a deeper and more sustained engagement with a more diverse audience.
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Chair of Trustees

This is a key position within the Board of Trustees and it is anticipated that there would be an agreed period of handover between the current and next Chair.

The Chair of Trustees has the same legal responsibilities as other Trustees, but has additional responsibilities assigned by the Board.



Role Description

Objective

The Chair will provide inclusive leadership to the Board, ensuring that each Trustee is accountable for and fulfils their duties and responsibilities. The Chair is responsible for ensuring the Trust has high standards of governance.

The Chair will work with, support, and, where appropriate, challenge the Museum Managers and ensure that the Board functions as a unit and works closely with the staff and volunteers of the Trust to achieve agreed objectives. In partnership with the Museum Managers s/he will act as an ambassador and the public face of the Trust.

Strategic leadership

- Provide leadership to the Trust and its Board, ensuring that the Trust has maximum impact
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Trust

Governance

- Ensure that the Board fulfils its duties and responsibilities for the effective governance of the Trust
- Ensure that the governance arrangements work in the most effective way for the Trust
- Ensure that the Board membership is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the Trust effectively, and which also reflects the wider population
- Lead a regular appraisal of Board members. Ensure there is a process for developing the knowledge and capability of Board members and be actively involved in their development
- Encourage dynamic and positive change where appropriate and address and resolve any conflicts within the Board

Efficiency and Effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that all Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Trust and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Museum Managers to develop Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented

External Relations

- Together with all Trustees, be an ambassador for the Trust, promoting its mission and values, and working closely with the Museum Managers to build strategic alliances and networks
- With the Museum Managers, maintain close relationships with key stakeholders and with key influencers
- Act as a spokesperson for the Trust when appropriate
- Represent the Trust at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Board–staff relations

- Establish and build a strong, effective and constructive partnership with the Museum Managers, working together to achieve the aims and objectives of the Trust
- Support the Museum Managers, while maintaining appropriate boundaries between the two roles
- Conduct an annual appraisal for the Museum Managers in consultation with other Trustees, ensuring accountability for achieving agreed strategic objectives
- Ensure that the Museum Managers have the opportunity for professional development and have appropriate external professional support



Person Specification

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In addition to the qualities required of a Trustee of the Trust, the Chair must also meet the following requirements:

Personal qualities

- Demonstrate a strong and visible passion and commitment to the Trust, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Have strong networking capabilities that can be utilised for the benefit of the Trust
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours



Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Interest in and willingness to learn about the museum/cultural sector and current issues affecting it
 - Strong leadership skills, ability to motivate staff and volunteers and bring people together
 - Good understanding of Trust governance issues
 - Financial management expertise and a broad understanding of Trust finance issues
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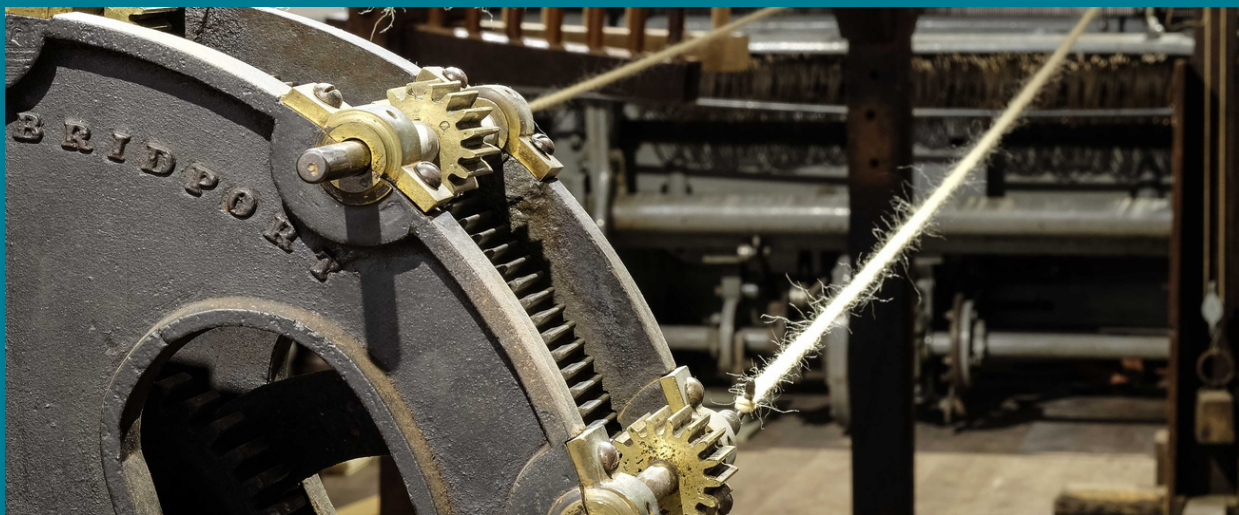


Terms of the Role

The Trust's Chair and Board members are appointed for a four-year term and are then eligible for re-appointment for one additional term of four years.

In addition to chairing the quarterly Board meetings, the Chair is a member of the Executive Committee, which currently meets monthly. In addition, the Board usually holds an annual Away Day. The Chair should be available to attend meetings and events in Bridport and would ideally live in West Dorset.

*180 million
years of
rocks and
fossils, 2,000
years of
people,
800 years of
ropemaking...
and 1 tiger!*



Recruitment Process

To express an interest in joining the Board of Trustees and to be considered for the role, please first arrange for a conversation with our current Chair. To do this, contact trustees@bridportmuseum.co.uk and mark your email 'For attention of Anna Bright'.

We would then ask you to submit a CV and an accompanying letter outlining what you could bring to the role and explaining how you meet the requirements outlined in the Person Specification.

BMT is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake and in the provision of all our services.

We are committed to building a diverse and inclusive board of Trustees. We particularly welcome applications from people with disabilities and from BAME candidates.

The position of Trustee is unremunerated, but reasonable expenses will be reimbursed.

We look forward to receiving your application.