

Trustees Recruitment Pack



**Bridport
Museum**

OCTOBER
2024

Thank you for your interest in becoming a Trustee of Bridport Museum Trust!

As an independent charity, Bridport Museum is managed by a dedicated and experienced board of trustees. Our board currently comprises five Trustees, who between them have a wealth of experience in areas including museums, social and local history, charity management, finance, governance, strategy.

Recruitment of additional trustees was paused pending the arrival of a new chair, Emma Squire CBE, who began her term in April 2024. The Board would now like to bring in some additional Trustees to bring the total number up to 8-10, which will also allow one or two long serving Trustees to step down at the end of their term and after a handover period with new Trustees.

This will be an exciting period to be involved in setting strategy and ensuring good governance as we plan for the centenary of the Museum in , and for the replacement or major refurbishment of the building which is our collection store.

We would also like to identify other individuals who are willing to serve as expert advisers on certain areas.

We particularly welcome applications from people with experience of managing capital / property projects; fundraising; marketing & PR; IT/technology; research/archives and/or wider museum practice.

Bridport Museum Trust is seeking up to 5 new Trustees to serve a 4 year term, renewable once

The detailed role description for Trustees of the Bridport Museum Trust is set out at the end of this document. This will be an exciting period to be involved in setting strategy and ensuring good governance as we plan for the centenary of the Museum and for the replacement or major refurbishment of our collection store in 2032.

Bridport Museum Trust is also seeking expert advisers

These would be individuals with specialist expertise who may not have time or interest in the governance of the Trust, but may instead be willing to serve as ad hoc advisers on

- (i) property/estates strategy / capital projects
- (ii) fundraising,
- (iii) marketing/PR,
- (iv) IT/technology.

Time commitment for Trustees

- Four Board meetings a year, each lasting around 2 hours (a mix of in person in central Bridport and on-line via zoom).
- One full day strategy day per year in person.
- Sharing in regular attendance at c. monthly 1 hour volunteer meetings or other museum events (such as speaker events).
- Ideally, each Trustee would also have time to engage with one area of the Trust's work in a little more detail, spending time with the associated volunteers / the volunteer manager and taking a lead for the wider Board on related initiatives.

Areas include:

- Property / estates / capital projects
- Strategy development and business planning
- Fundraising
- Marketing / PR
- IT/technology

Time commitment for expert advisers

Ad hoc, to be worked out with museum staff & volunteers.

Likely to involve providing advice and suggestions on specific projects or initiatives, reviewing documents and joining ad hoc meetings to discuss.



Application Process

Application process to become a Trustee

Please provide a CV and one page statement via email to trustees@bridportmuseum.co.uk setting out your motivation for joining the Board and what you believe you could contribute by 10 November. Interviews with the Chair and two other existing Trustees will take place in November.

Application process to become an expert adviser

Please provide a CV / short outline of relevant experience that you could contribute. Informal conversations will be scheduled thereafter to discuss our projects and priorities and how you might be able to help

The current Trustees have aligned around an exciting and ambitious set of key priorities that an expanded Board will take forward

- **A refreshed proposition for the museum to mark its centenary in and ensure it remains relevant** for current and future generations, building further on the existing focus on placemaking and telling the stories of Bridport and its surrounding areas; with ever stronger relationships with local communities and community groups; and an enhanced focus on making / learning by doing (building on the success of our rope-making demonstrations).
- This may involve refreshed interpretation in the museum and/or a more prominent role for the Local History Centre in telling the story of Bridport and its surrounding areas. The current permanent display was refreshed with the support of the National Lottery Heritage Fund in 2017 and remains very engaging. The centenary, 15 years on from the most recent refit, is an opportunity to take stock and evolve the displays and our wider activities further.
- **A fit for purpose collection store:** the majority of the museum's collection is stored in the Coach House on Gundry Lane, Bridport. This building has maintenance challenges, suffering from damp and water ingress. Maintaining the status quo with patch repairs is not a long term option. A refurbishment of the Coach House or move to another site is an opportunity not only to better care for the collection, but also to create a better working environment for collections volunteers. It could also allow us to be more environmentally sustainable, open up more public access to the collections, co-locate Local History Centre and collections once again and even potentially create some more flexible meeting spaces for events and the community. Preliminary thinking has taken place on options and we would like to take this forward with further detailed feasibility study work leading to a clear proposition capable of securing financial support from e.g. National Lottery Heritage Fund and/or future rounds of the Government's 'Museum Estate Development Fund' and then deliver this major capital project.
- **A sustainable operating model generating more income from fundraising and commercial activities** to support both the one off capital project on the Coach House collection store, and ongoing operations, enabling ever greater investment in core activities such as conservation, cataloguing, learning & participation and exhibitions.

Welcome and introduction to Bridport Museum Trust



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 rely on an enthusiastic, committed and active team of wonderful volunteers coordinated by a volunteer manager. We draw in other expert paid-for support on an ad hoc basis.

Bridport Museum Trust comprises both the local history centre with extensive archives and the Bridport Museum and its collection, including a nationally significant rope and net collection, economic and social history, archaeology, fine art and more.

Bridport Museum Trust is a cherished part of the social, cultural and heritage fabric of Bridport and its surrounding areas with a number of valued supporters including receiving core funding and wider championing and support from both Dorset Council and Bridport Town Council.



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.

Bridport Museum Trustee role description

Introduction

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Within Bridport Museum Trust (BMT) they are known collectively as the Board of Trustees. As BMT's legal form is that of a charitable company, the trustees are listed as the Directors of the company.

Aim

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Trustee role description /1

All BMT Trustees are asked to :

- Work closely with staff and volunteers of the Trust to achieve agreed objectives
- Be an ambassador for the Trust, promoting its mission and values and working in partnership with staff and volunteers to build strategic alliances and networks.
- ·Contribute actively to Board decision making, maintaining constructive relationships with other Trustees, and taking collective ownership of those decisions·Establish a constructive relationship with staff and volunteers, while maintaining appropriate boundaries between the role of non-executives and staff/volunteers. Contribute to visibility of the Board and good channels of communication between volunteers and Trustees.

All BMT Trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated people.
- Ensure that operational plans and budgets support the vision and strategy.
- ·Ensure that the views of stakeholders (staff, volunteers, visitors, partner organisations, funders, local community members) are regularly sought and considered.
- ·Ensure that there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- ·Ensure that the organisation complies with the Articles of Association, charity law, company law, Museums Association code of ethics, Arts Council Accreditation guidelines, and any other relevant legislation or regulations.

Trustee role description /2

- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and ensure the proper investment of its funds.
- Protect and manage the Collection and ensure its long-term future
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Trust's staff.
- Hold the Trust's staff to account for the management and administration of the charity.
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the Board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the Board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that Trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.