**Lyme Regis Philpot Museum Trust**

**TRUSTEE RECRUITMENT PACK**

**Lyme Regis**

**Dorset**

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**1. Foreword**

Thank you for your interest in becoming a Trustee of Lyme Regis Museum. This recruitment pack provides you with a brief introduction to the Museum and the Trust and outlines our plans for the future.

We are planning a major ‘Phase 2’ development of the Museum over the next few years. This follows on from the Museum’s recent successful ‘Mary Anning Wing Programme’ which saw the museum increase its size and significantly upgrade its exhibitions and facilities. We have also undertaken a business development study funded by the Heritage Lottery Fund, which is supporting the Museum’s three-year business plan and is supporting better governance of our successful charity.

Our Phase 2 development will drive income, enhance galleries, support greater volunteer engagement and improve care of our collections. This will enable the Museum to further enhance its contribution to the economy of Lyme Regis, generating local income, employment opportunities and contributing to the well-being of its people.

To help us take the further development of the Museum forward and plan our future operation we are seeking to appoint up to four new Trustees to join our Trust Board who can bring skills and experience in marketing and communications, fundraising, commercial operation and museum development.

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

If you would like an informal discussion before making an application please contact Julia Holberry, who’s details are at the end of this pack.

John Dover

Interim Chairman

Lyme Regis Philpot Museum Trust Ltd.

**2. Lyme Regis Philpot Museum Trust Ltd**

The Museum Trust is constituted as an independent charitable trust. Our Trust operates a subsidiary trading company. Currently, all existing trustees are directors of the trading company. Newly appointed Trustees, together with some current Trustees will form the new Board as from the trust’s AGM in May 2019.

**3. Lyme Regis Museum**

Lyme Regis Museum is a dynamic institution with a global focus. Situated at the heart of the Jurassic Coast, England’s only Natural World Heritage Site. Situated in a delightful Edwardian building constructed in Northern Renaissance style, our museum tells the story of the town, its people, its literature and its unique place as the home of the science of palaeontology and Mary Anning, the world’s first great fossil hunter’. Our collections also reflect the importance of Lyme Regis as the site of the last attempted seaborne invasion of England and as the birthplace of Thomas Coram, founder of England’s first charity.

The Museum is managed by our Director, David Tucker, supported by a small staff team and our dedicated volunteers.

**4. Our Vision and Mission**

We will inspire people about the astonishing global stories of Lyme Regis.

***Our mission is:***

• to enhance and improve the collections

• to provide a world-class visitor experience

• to share our collections and knowledge.

***In order to achieve our vision and mission, we will:***

• strengthen our relationship with international, national and local audiences

• create significant partnerships internationally, nationally and locally

• generate income to create a sustainable future for the Museum

• make the best of our space and location.

***To achieve these goals we will:***

• deploy our resources effectively

• invest in digital

• develop our people

**5. 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 it is solvent, well run, and delivering its charitable objectives.

Trustees will not be paid, but reasonable expenses may be reimbursed. Remuneration for specific professional services may be agreed in certain cases.

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

* Take ultimate responsibility for directing the affairs of the Trust, and to do so with innovation, creativity, ambition and appropriate challenge.
* Ensure the Trust has a clear vision, mission and strategic direction and is focused on achieving these as the Trust develops.
* 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.

**6. 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 requirement.
* 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.

**7. 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.
* Approve and review 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 self-reliance
* Ensure that all significant risks associated with the Trust’s activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.

**8. Advocacy**

* Safeguard the good name and values of the Museum and the Trust.
* Promote Lyme Regis 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.
* Act as an enthusiastic and well-informed ambassador for Lyme Regis Museum.

**9. Employment and Human Resources Duties**

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

**10. 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.

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).

**11. 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.

Trustees should have experience and skills in one or more of the following areas:

• Commercial operation

• Marketing and PR

• Information and Communications

• Fundraising

Trustees should also have:

* Well-developed and effective networking skills in a range of contexts and situations
* Well-established and current professional networks that bring positive benefit to Lyme Regis Museum
* Good 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 Lyme Regis Museum
* 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.

**12. 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).

**13. 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).

14. **Time Commitment**

The current Board of Trustees 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 term. In exceptional cases, trustees may be asked to serve a third, three-year term.

**15. How to Apply**

You are invited to apply in confidence by submitting your CV, together with names of two referees and a brief covering letter highlighting why you want to be a Trustee, how you feel you can contribute with reference to the skills and experience we are seeking, and any other information which you think will help the Selection Panel.

Please visit our website: www.lymeregismuseum.co.uk to learn more about us. If you would like an informal exploratory conversation or to visit the Museum before making an application, please contact David Tucker on: director@lymeregismuseum.co.uk. or ring: 01297 443370

Our most recent Annual Reports can be seen on the Charity Commission website under ‘find charities’. (Charity Registered Number:1041201)

Please return your application by: **30th January 2019**
Interviews will be held at Lyme Regis Museum on **a date to be agreed.**

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 May AGM.

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

Julia Holberry

julia@juliaholberry.co.uk

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