

MINERVA



Trustee



Candidate Pack
Winter 2026

Background

Founded in 1985, Ware Museum is an independent, accredited museum which tells the story of life in the town from the Mesolithic period to the present day. The museum is located in the Priory Lodge, a Grade II listed building at the entrance to Ware Priory, which dates back to the 14th century. Ware itself is a small market town in East Hertfordshire with a population of approximately 19,000 people. It is well served by public transport, including regular trains to London. The museum attracts approximately 8,000 visitors per year.

Ware Museum's stated mission is 'to provide a museum service that encourages everyone who visits, lives or works in Ware to be engaged by its past, present and future. We do this by enabling people to access and share the collections and heritage of Ware and the surrounding area for inspiration, learning and enjoyment'.

The Museum receives a grant from Ware Town Council, with other income generated from corporate sponsors, fees and donations from the public. The Trustee committee is comprised of up to twelve Trustees, including representation from Ware Town Council and the Ware Society. The Museum was entirely volunteer-run until the appointment of a Museum Manager in 2022.

The collections include archaeology, geology, local industry and social history, with significant holdings relating to the malting industry in Ware, the firm of Allen and Hanburys (later GSK) and the pharmaceutical industry in the town, and the Wickham engineering firm. The town's most famous artefact, the Great Bed of Ware (now in the V&A museum) is the subject of a display which includes both the history of the bed and the story of its loan to Ware Museum in 2012-13. Information on the two world wars is displayed in the town's command bunker which was incorporated into the museum in 2001. A popular feature of the museum is the mediaeval well which is covered in glass to allow visitors to stand over it.

In addition to a programme of 3 – 4 temporary exhibitions per year, with associated events for adults and families, the Museum also runs regular town tours and welcomes school and community groups.

The Museum is an institutional member of the Museums Association (MA) and the Association of Independent Museums (AIM). Staff and trustees attend training and networking events run by Museum Development South East (MDSE) and the Hertfordshire Association of Museums (HAM). Ware Museum is a registered charity, no. 1181895.

Ware Museum is looking for a new Trustee to join our board. We are particularly looking for a Trustee that has expertise in fundraising and/or commercial/business development and have a passion for museums and cultural heritage.

This is an exciting time to become involved with Ware Museum, which has ambitious plans to develop and redisplay the museum's collections in a way which responds to the needs and interests of a wider range of audiences.

Organisation, Governance and Finance

Ware Museum is a Charitable Incorporated Organisation (CIO) led by a Board of up to 12 trustees who bring a range of skills and experiences from different sectors. The Museum Manager is employed for three days per week and is supported by a team of volunteers.

Board meetings take place bi-monthly. There are four sub-committees (Finance, Audience Development, Collections and Volunteer Management) and various working groups as needed.



About the Role

General Trustee responsibilities:

- To contribute actively to the role of the Board of Trustees, including attending Board meetings and being part of at least one sub-committee.

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- Alongside other Trustees, ensure the financial stability of Ware Museum and that the CIO complies with its governing document, charity law and other relevant legislation or regulations.

Person Specification

We are looking for all our Trustees to:

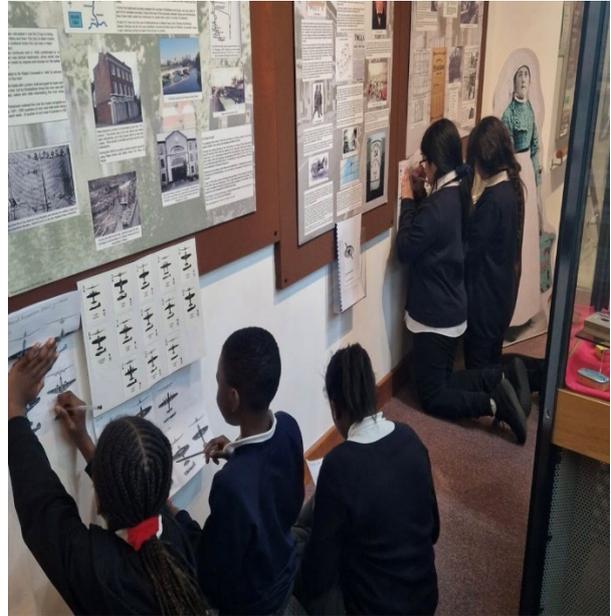
- Have an understanding of governance within the charity or non-profit sector and the role of museum Trustees.
- Be able to think strategically and develop a broad-based view of issues and events and perceive their long term impact.
- Be able to work positively with others and debate issues whilst maintaining a constructive atmosphere.
- Have an awareness and understanding of the current issues facing heritage organisations.
- Have a passion for the heritage of Ware and its surrounding area.
- Have the ability and willingness to champion Ware Museum's work through personal networks, social media and other channels.
- Have a strong personal commitment to Equity, Diversity and Inclusion.
- Experience of fundraising and/or commercial business development in the charity, museum, heritage or cultural sectors and perhaps wider not-for-profit sectors.

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Terms of Appointment

This is a voluntary and unremunerated position. The Trustees will be appointed for a three year period, renewable for a maximum of a further two terms.

It is expected that the time commitment will be 2-3 days per month.



How to Apply

Applications, which should be in the form of a CV and cover letter, should be sent to ware@minervasearch.com no later than 27 March 2026.

Interviews will take place on 27 April 2026.