

TRUSTEES CANDIDATE INFORMATION PACK

Ware Museum is looking for new Trustees to join our board. We are particularly looking for Trustees that have expertise in fundraising, or volunteer management 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.

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. Well served by public transport, including regular trains to London, there have been significant developments in the town and a new housing development planned. 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 regular programme of 3-4 exhibitions a year, the museum displays collections from the Iron Age, Ware's important role as a Roman and Anglo-Saxon town, and later expansion during Norman times. Illuminating artefacts from the local malting and brickmaking industries and Wickham railway vehicle engineering firms are all represented in the collections. A particular highlight for the Museum was the display of the Great Bed of Ware in 2012-3, on loan from the Victoria and Albert Museum. With funding from the then

Heritage Lottery Fund, this display and associated activities attracted over 30,000 visitors during the twelve-month period of the loan.

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

Organisation, Governance and Finances:

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 Trustee 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.
- 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

General Trustees 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.

Fundraising Trustee person specification

- Experience of fundraising in the charity, museum, heritage or cultural sectors.
- Knowledge or experience of applying to trusts, foundations, corporate giving and individual giving would be helpful.

Trustee with volunteer management experience person specification

- Experience of managing volunteers in the charity, museum, heritage or cultural sectors.

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

To register your interest in this opportunity, you are asked to submit:

- A copy of your CV or biographical details;
- A statement of interest indicating why you are interested and what you are able to bring to the organisation bearing in mind the qualities sought as set out in the person specification;
- A completed EDI Form

Applications should be sent to Cathy De'Freitas, Museum Manager whose contact details are:

t: 01920 487848

e: manager@waremuseum.org.uk

Please submit your application electronically. The deadline for receipt of applications is **17.00 on 3 November 2025.**