



**Ware Museum CIO (Charitable Incorporated Organisation)**

**Charity Number: 1181895**

**Trustee Vacancy Brief**

We are looking for trustees who bring diverse voices to our board, hold strong connections to Ware and the surrounding area, and have a passion for museums and cultural heritage.

Founded in 1985, Ware Museum 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 for completion in 2025.

**The Museum's mission is to provide a museum service that encourages everyone who works, lives or visits 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.**

Ware Museum attracts approximately 6-7,000 visitors per year, although Covid restrictions and reduced opening hours have impacted on visitor numbers since early 2020. The museum works with local schools and community groups and has an ambition to diversify its audiences.

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.

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 was entirely volunteer-run until the appointment of a Museum Manager in 2022. The Trustee Board is comprised of up to twelve trustees, including representation from Ware Town Council and the Ware Society.

Ware Museum CIO is seeking trustees to support the future development and resilience of the museum. The Trustees will support the Museum Manager in setting the strategic direction of the organisation. The role of Trustee is unpaid, although reasonable travelling expenses will be covered.

Ware Museum is committed to equality of opportunity and welcomes applications from all sections of the community.

## Trustee Role Description

### Key duties of a Trustee:

- To ensure that the CIO complies with its governing document, charity law and any other relevant legislation or regulations.
- To contribute actively to the role of the Board of Trustees, using any specific skills, knowledge or experience to help the Board make sound decisions and in particular, take a pro-active interest in any particular areas of expertise.
- To ensure the financial stability of the CIO.

### Relevant skills, experience and values

An effective Trustee will need to have MOST of the following:

Skills	Description
Governance	An understanding of governance within the charity and non-profit sector and the role of Museum Trustees
Strategic Perspective	Able to develop a broad-based view of issues and events and perceive their long term impact
Communicating and Influencing	Express ideas/plans in a clear manner at all times and to listen actively to other viewpoints; able to speak clearly and fluently
Advocacy	Speak confidently on the museum's activities; promote and gain support where appropriate, including fund raising
Interpersonal Skills and Team Work	Able to work positively with others and debate issues whilst maintaining a constructive atmosphere
Experience	
Local historical knowledge	Knowledge of aspects of Ware Museum's collection
Experience of the heritage or cultural sector	Awareness and understanding of the current issues facing heritage organisations
Values	
Museum Ethics	Adhere to the Code of Ethics for Museums, as published by the Museums Association
Equality, Diversity & Inclusivity	Be committed to equal opportunities and diversity

### Term of Office

Each Trustee may serve for a term of up to three years and three terms. Further information is available in the Trust's Constitution.

### **Time Commitment**

Available to attend 6 meetings of the Board per year; available to attend extraordinary meetings as per Ware Museum CIO's Constitution. All meetings take place at Ware Museum. Trustees may also be expected to represent the organisation at occasional external events. Supporting the fundraising of the organisation will also be an important task for all. Other meetings may be required, as is regular dialogue with staff.

### **Induction**

A full induction is offered which covers the following areas:

1. Overview – Ware Museum CIO, Constitution, Forward Plan, Mission Statement, staff and stakeholders
2. Museums – Collections Policy, MA Code of Ethics

### **How to Apply**

To apply, please submit an expression of interest outlining how your skills and experience fit the role description and why you are interested in being considered as a Trustee of Ware Museum, by email to [manager@waremuseum.org.uk](mailto:manager@waremuseum.org.uk).

For an informal chat regarding the role and/or to visit the museum please contact Cathy De'Freitas on the email address above.