



Museum of Cambridge



Trustee at the Museum of Cambridge

Charity no. 311309 Company no.
412205



Thank you for your interest in the role of Trustee at the Museum of Cambridge. The Museum is for and about Cambridge, and we want to better represent Cambridge and Cambridgeshire's diverse communities on our Board.

We are trying to boost and broaden our Board experience and skills, but this does not need to be job-related expertise – it could be through, for example, community work, strong networks, or an enthusiasm to be an ambassador for the Museum. We can also source training to help new and existing Trustees.

There are some areas of expertise that we are particularly keen to strengthen on our Board, to support Museum of Cambridge staff. This could be through existing experience or by a willingness to train in one of these areas and act as a champion.

- Fundraising and/or grant writing
- Charity financial management
- Digital strategy and innovation
- Business planning and development, with a particular emphasis on commercial development
- Digital strategy and innovation
- Local government and community organisations
- Visitor attraction or charity management
- Legal experience in the charity/heritage sector

It is an exciting time to join the Museum of Cambridge Board in our 90th year as we develop our vision for the future and shape the museum for future generations. As we work to engage with more visitors, run more events, secure financial sustainability, and grow our commercial income, we need to maintain a Board of Trustees with a range of expertise to guide us.

There are currently 7 Trustees from a variety of backgrounds. We are a friendly, supportive group, and our Board meetings (usually every 3 months) welcome open discussion to strengthen our governance. Board meetings are either online or hybrid. Most Trustees also take active ownership of one or more



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specific roles, for example fundraising, working with Volunteers, finance, or trustee administration. Trustees, staff, and Volunteers have regular socials, and Trustees have a shared WhatsApp group.

If, after reading this information, you feel encouraged to apply to become a Trustee, please get in touch with us by emailing our Chair of Trustees, Roger Lilley, on roger.lilley@museumofcambridge.org.uk, or our Vice-Chair, Ruth McPhee, on ruth.mcphee@museumofcambridge.org.uk, for an informal chat. Or you can go ahead and send a cover letter and your CV.

About the Museum

The Museum of Cambridge is a unique organisation dedicated to sharing the histories of Cambridge and the surrounding areas. Set in the Grade II-listed 17th-century White Horse Inn – on the important Roman road from castle to river to university – the Museum has told the extraordinary stories of ordinary people since 1936. We care for our collection of over 40,000 everyday objects which evoke the daily lives of people in this area over the last 300 years.

In a city rich with museums, the Museum of Cambridge is distinctive as a place for a very different kind of history: the stories of people who have lived in Cambridge and the surrounding areas that might otherwise be overlooked, silenced, or forgotten.

Our Vision

We want Cambridge – and the surrounding area – to be a place where

- Everyone is able to explore, enjoy, and contribute to their local histories;
- Our shared heritage is accessible, open to investigation, and preserved for generations to come;
- A creative connection with heritage inspires communities and fosters a sense of belonging.

Our Mission

Connecting communities through objects, memories, and conversation.

- We take care of a unique collection of objects, photos, documents, and recordings and ensure it is available to everyone;
- The Museum is a space for everyone to share their memories, be inspired by others', and create their own;
- We are as committed to conversation as we are to conservation, and we will welcome the voices of all Cambridgeshire's communities.

You can read more about our Strategic Plan here: www.museumofcambridge.org.uk/about/strategic-plan-2022-2027/.



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How to become a Trustee at the Museum of Cambridge

We hope you will consider applying for the role of Trustee. Applying is simple – just send an email with a CV and cover letter to Roger Lilley, Chair of Trustees, at roger.lilley@museumofcambridge.org.uk, and Ruth McPhee, Vice-Chair, at ruth.mcphee@museumofcambridge.org.uk. We'll arrange an interview, online or in person, which will include questions about your experience/skills/interests as well as offering you a chance to ask us questions. We'll also ask for 2 people to be your Referees.

If you'd like to arrange a time for an informal chat with the Chair of the Board, just drop us an email and we'll be happy to arrange that.

Role description

The Board of Trustees of the Museum of Cambridge has overall responsibility for the Charitable Company and acts as its governing body. Members of the Board of Trustees are legally responsible for directing the affairs of the organisation, ensuring that it is solvent, well run, and delivering its charitable objectives (part 4 in the Articles of Association, found on the Museum website).

You can find more information about the duties of trustees on the following online resources:

- [Charity Commission.](#)
- [The National Council for Voluntary Organisations.](#)

Trustees are not paid, although reasonable expenses will be reimbursed for agreed activities. Remuneration for specific professional services may also be permitted in some instances.

All Trustees (also called Directors in our Articles of Association [Articles of Association – The Museum of Cambridge](#)) are collectively responsible for the decisions and management of the Charitable Company.

Principle Accountabilities

As a Trustee, you will:

- Provide collective leadership of the Museum in support of its charitable objectives;
- Ensure that the Museum of Cambridge:
 - Complies with its Constitution, charity law, and any other relevant legislation or regulations;
 - Pursues its objects as defined in its Constitution and acts within the powers defined in the Constitution;
 - Uses its resources exclusively in achieving its objects;



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- Runs effectively and efficiently and remains financially sustainable;
- Ensure that the Trust has a clear vision and strategic direction and is focused upon achieving its goals;
- Review and approve the Museum's Business Planning
- Monitor performance and take appropriate management action to remedy variations from agreed standards;
- Ensure that all significant risks are recognised and that mitigations are put in place and monitored;
- Proactively contribute to the direction of the future activities of the Museum;
- Exercise reasonable care, skills, and independent judgement;
- Act with integrity, avoid conflicts of interest and declare interest in any proposed transactions or arrangements;
- Maintain absolute confidentiality about the business of the Museum of Cambridge;
- Act as an enthusiastic and well-informed ambassador for the Museum;
- Safeguard the good name and values of the Museum of Cambridge at all times.

In addition to the accountabilities that all Trustees undertake, each Trustee should use any specific skills, knowledge, or experience to help the Board to make sound decisions.

This may include:

- Scrutinising and contributing to the business of the Board;
- Facilitating internal or external discussions;
- Focusing on key issues or policies e.g. equality, diversity, and inclusion, communications, or fundraising;
- Providing guidance on new initiatives, developments, and services e.g. fundraising opportunities;
- Contributing to and supporting short-term and permanent Committees or Working Groups of the Board of Trustees e.g. Collections or digital engagement;
- Leading on other issues and activities in which the individual has special expertise or skill e.g. collection management, curation, or connecting with community groups in the area.



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Person Specification

A Trustee role does not require specific educational qualifications or professional experience, but there are some qualities that we do look for in a Trustee. These include:

- An interest in Cambridge and Cambridgeshire, past and present
- Experience of living in Cambridge and Cambridgeshire
- Knowledge of a specific area relevant to the Museum (which could be gained in various ways e.g. through working, volunteering, or using services, or through aspects of your personal life) or a willingness to gain such knowledge
- An understanding of and commitment to the Museum's values
- A commitment to attend regular Board meetings (there are usually 4 per year) and Annual General Meetings
- A commitment to working with other Trustees and staff on certain tasks e.g. sitting on one of the Committees, assisting staff on projects, and helping with administrative or policy-making tasks
- The ability to use Office 365 including Word, Excel, SharePoint, and Teams. Training can be provided.

Beyond this, the Board appreciates that Trustees have different levels of time available to put into being a Trustee. Some current Trustees are retired, others work full time, some have caring responsibilities, and some have other personal responsibilities or pursue other charitable activities. There is no fixed level of involvement in terms of time, but we are looking for active Trustees within their capacity and are very happy to discuss with applicants how this role might fit with other commitments.

Trustees are asked to commit to a 3-year term on the Board, with the option of serving a further 2 terms (each term is 3 years).

There are certain legal restrictions on becoming a charity Trustee, for example, you cannot be under the age of 18. Other restrictions, as well as the legal obligations of a Trustee, are outlined on the Charity Commission website: www.charity-commission.gov.uk.

Thank you for considering this role.