



Wiltshire Museum Young Trustee Application Pack

A quick background

We are looking to recruit one or two individuals between the ages of 18-30 to join the Board of Trustees of the Wiltshire Archaeological and Natural History Society (WANHS – the Society), which owns and operates Wiltshire Museum, Devizes.

The Society is a registered charity and a company limited by guarantee. A ‘charity’ is any organisation set up under the law of England and Wales for solely charitable purposes and a ‘registered charity’ is a charity registered with the Charity Commission.

Trustees help to plan and guide the future of organisations, and we are looking for individuals who can bring their own perspectives and life experience to our independent charity as we work on the Assizes for Devizes project to relocate the Museum to a new home.

Being a trustee should be rewarding, providing opportunities for personal development and bringing your skills and energy to our Board, but also, we hope, gaining new experiences, knowledge, and contacts. Effective trustee boards need a range of people with a good mix of skills and are diverse in as many ways as possible, including representation by people who have a real understanding of the needs to be met.

If you are above the age of 30, we will be looking more Trustees in 2025.



About Wiltshire Museum

The Wiltshire Archaeological and Natural History Society (WANHS) was founded in 1853 and owns and operates the Wiltshire Museum, home to the best Bronze Age archaeology collections in Britain. Set in the historic market town of Devizes the Wiltshire Museum is housed in Georgian and Victorian buildings – all Grade II listed.

The collections are Designated as being of national significance, and include many objects excavated in the landscapes surrounding the Avebury and Stonehenge World Heritage Sites, as well as the archives that record their discovery.

The Society was formed in 1853 to establish a Museum and Library and for the promotion and study of objects connected with Wiltshire. The Museum is open throughout the year for visitors and researchers and in addition to the permanent galleries offers a variety of events, lectures and special exhibitions for all ages. We welcome over 20,000 users each year.



Exciting plans

This is a very exciting time to be part of the organisation. You would join us in the latter part of the ‘Development Phase’ of our National Lottery Heritage Fund supported project ‘Assizes for Devizes: Unlocking Wiltshire’s Stories.’ This ambitious project aims to revitalise the derelict Devizes Assize Court as a new home for the Museum and our internationally important collections.

What is the role of a Trustee?

Charity trustees are the people responsible for governing a charity and directing how it is managed and run. As a Trustee of WANHS, you and your co-trustees, have certain responsibilities and roles, including:

- Independent oversight over the charity's management and administration, making sure we comply with our accounting and reporting requirements.
- Help to plan and guide the strategic future of the Society and Museum, especially as the development of the Assize Court building progresses
- Ensure we are accountable to the Charity Commission, Companies House and the public.

For more information about what being a charity trustee involves, please read the Charity Commission's two-page guidance here: www.gov.uk/government/organisations/charity-commission



We expect trustees to actively contribute to the Trustee Board meetings. This includes:

- Preparation: reading Board and other papers which are sent out in advance
- Listening and questioning: be willing to question and challenge, yet be supportive of other people's views and contributions
- Supporting decisions: support the decisions of the Board, even when you may not have agreed with the decision
- Maintaining confidentiality
- Agreeing to fulfil actions between meeting
- Advocacy: promoting and celebrating the Assize Court
- Diversity: ensuring that equality, diversity and inclusion are at the heart of what we do.



Why become a Trustee?

There's lots of benefits and opportunities linked to being a Trustee:

- Develop your confidence and experience in the heritage sector.
- Get involved and help to shape the future of the Museum, as we develop our plans to move to a new location.
- Learn new, transferable skills, including financial management, charity governance, strategic planning.
- Meet new people and feel part of a small, dedicated team.
- Give something back to your local community.
- Help shape our Young Trustees programme going forward to provide more opportunities for young people in the Museum.



Logistics

Meetings

There are usually five Board meetings each year, currently held at Wiltshire Museum, Long Street, Devizes, on Thursday evenings, starting at 6.30 pm (on-site parking is available). They usually last about two hours.

Occasionally additional meetings are required, alongside informal meetings and calls.

Due to the nature of our Board meetings, it is not always possible to run them as hybrid meetings. There may be some instances where it is possible to attend remotely.

We are open to discuss transport possibilities with candidates, particularly for candidates who are not local to Devizes. To support this role, the organisation is happy to cover reasonable transport costs.



Length of service

We anticipate the Young Trustee role to be a three-year term, renewable for a further three years. Trustees can stand down from the Board earlier if they wish.

Person Specification

All Trustees must have an interest in the importance of museums to inspire people of all ages.

We are looking for candidates who have:

- A willingness to devote the necessary time, effort and commitment to the Society and Museum.
- Skills, knowledge and experience that would positively benefit the Society and Museum.
- An ability to work effectively as a member of a team.
- An ability to communicate clearly with staff, volunteers and a range of stakeholders.
- A strong commitment to equality, diversity and inclusion.
- You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Read the reasons for disqualification here: <https://www.gov.uk/guidance/charity-trustee-disqualification>.

We welcome applications from candidates regardless of their background. No prior experience of the heritage sector is needed.





Support for Trustees

We do not require or expect extensive prior knowledge or experience of being a Trustee . We will provide free training and ongoing support for new Trustees.

This includes:

- In person induction session to discuss the role and meet key staff and trustees.
- A ‘buddy’ for the first year, who will answer any questions via email or in person, and organise catch up meetings with you before and after Board meetings.
- Support to learn to read board papers and prepare for meetings.
- Support to understand financial documents.
- Support in developing your skills and using these within a Board meeting context.
- Support in learning and understanding the legal duties, responsibilities and liabilities of trusteeship.
- Ongoing training as required.

Interested in the role?

Please tell us a bit about yourself and why you would like to become a Trustee of the Society, either by completing the application form, submitting a CV, a document explaining your background, a video or a recording.

If you would like an informal discussion first about the role, or would like support or assistance with the application process, please contact us at: hello@wiltshiremuseum.org.uk.

Please email your application and completed equal opportunities form to hello@wiltshiremuseum.org.uk, marked 'Confidential: Trustee Application'.

Applications must be submitted by 5pm on Monday 4th November 2024.

We will invite people for an informal discussion before confirming those who will be recommended to join our Board. These will likely take place the week of 11th November.

