

January 2022

Dear Applicant

**Trustees: Wycombe Heritage and Arts Trust (WHAT)**

Thank you for your interest in applying for the voluntary role of WHAT Trustee.

Wycombe Heritage and Arts Trust (WHAT), the charity responsible for Wycombe Museum, is seeking new Trustees to help deliver our exciting vision for the future. Together with fellow Trustees, you would be responsible for the overall governance and strategic direction of the Museum. In particular we are seeking individuals with experience of:

- **Finance or accounting** to fill the Treasurer role
- Working within **museum or heritage engagement**, collections or interpretation
- Formal and/or informal engagement, **learning or education** whether in schools, early years or adult learning

You would need to be able to commit a minimum of 5 hours each month, including a monthly evening Board meeting, taking part in one or more Board committees or working groups and supporting the Museum Director.

You should ideally have an interest in heritage and culture and a passion for broadening engagement with local communities. We want our Board to reflect the diversity of our locality and the many different communities which live and work in Wycombe.

As for all our Trustees, these are voluntary roles.

The following recruitment pack includes further information, including the Trustee role profile and person specification. You will find more information about our Trust, and what we do, at <http://wycombemuseum.org.uk>

The closing date for applications is 11pm on 13<sup>th</sup> February 2022. Shortlisted candidates will be interviewed w/c 21<sup>st</sup> February 2022. Interviews are most likely to be held on Zoom, depending on Covid-19 guidance in force by then.

**Please email your CV and covering letter explaining what you could bring to the role to [jenifer.baker@btinternet.com](mailto:jenifer.baker@btinternet.com) .**

Yours sincerely



Steve Mills  
**Chair, Wycombe Heritage and Arts Trust**

# **Recruitment Information New Trustees Wycombe Heritage and Arts Trust January 2022**

**Last date for applications: 11pm Sunday 13<sup>th</sup> February 2022**

**Interviews for short-listed candidates: w/c 21<sup>st</sup> February 2022**

Wycombe Museum,  
Castle Hill House,  
Priory Road,  
High Wycombe  
Bucks  
HP13 6PX

**Email: [jenifer.baker@btinternet.com](mailto:jenifer.baker@btinternet.com)**

**Website: [www.wycombemuseum.org.uk](http://www.wycombemuseum.org.uk)**

Company Number: 8783933, Registered Office Wycombe Museum, Castle Hill House, Priory Road, High Wycombe Bucks HP11 1BB UK

Registered in England & Wales | Charitable company limited by guarantee

## The opportunity

Our Trustees are looking to appoint new members to help develop an inclusive and forward-looking Board and address future challenges after recent times of considerable change. Working with the Museum Director and the staff/volunteer team, Trustees will ensure that the Museum strives to deliver our strategic vision / mission.

Our current Trustees have created a sound foundation and span a broad range of experiences, skills, and backgrounds. To fill current skills gaps on the Board, we are now particularly wanting to recruit Trustees in the following areas:

**Financial** - our current Treasurer is standing down so we are seeking a new Trustee with financial or accounting skills as a replacement.

**Education / Learning / Engagement**- someone with:

- strategic experience in informal and/or formal learning settings
- an interest in developing formal and informal engagement -from schools, to early years, to adult learning -into local history and our collections
- a passion for broadening local engagement in history and culture

**Museum or heritage management / engagement** - someone with experience of one or more of:

- working within interpretation/telling stories to an audience
- working with collections/knowledge of collections
- working with audiences in the sector - understanding their needs, evaluating success and developing audience-based strategy
- a passion for broadening local engagement in history and culture

We are looking for people willing to serve for an initial term of four years with eligibility to be re-elected to serve for a second term of four years.

Details of the required knowledge and experience, skills and abilities, personal behaviour and style are included in the role description included with this pack. A separate description for the Treasurer role is also available.

## About Wycombe Museum

In November 2016 responsibility for Wycombe Museum transferred from Wycombe District Council (WDC) and is managed today as an independent museum by Wycombe Heritage and Arts Trust (WHAT).

The Museum is based close to High Wycombe railway station and the centre of the town. Its main building is a Grade II- listed building dating back to the 17<sup>th</sup> century on a medieval site. The Museum has operated from Castle Hill House, Priory Avenue since 1962 and is surrounded with extensive grounds, including tranquil Victorian gardens.

With accredited status from *Arts Council England* and widely acknowledged as a successful local visitor and family-friendly attraction, the museum offers a range of special events and activities and innovative, inspiring community programmes to enhance cultural life and learning for local people and those from further afield. It explores the unique history of Wycombe District and surrounding areas through its famous chair collection, hands-on galleries, and changing exhibitions and activities for the enjoyment, inspiration and learning of present and future communities. The Museum offers a café and artisan shop as well as an attractive venue for weddings, meetings and other events.

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The Museum has undergone considerable change in the last two years responding robustly to the challenges of Covid 19, but also using this time to address other strategic and operational challenges including ensuring its sustainability and resilience during and beyond the pandemic. WHAT's core source of funding is through Buckinghamshire Council, although Trustees are in the process of implementing structural change to support it's financial sustainability goals.

## Our Constitution

Wycombe Heritage and Arts Trust is a registered charity (no. 1155456) and company, limited by guarantee (no. 08783933). The Charity's Objects set down in its Articles of Association are:

- to establish and maintain a museum and art gallery for the benefit of the public
- to advance education by the running of a Heritage and Arts Service
- such other charitable purposes beneficial to the public consistent with the objects above as the Trustees acting reasonably shall determine

The Charity currently manages the Museum as its only portfolio

## Our People

The Board of Trustees has responsibility for the governance, strategic leadership and monitoring of Wycombe Museum. However, day-to-day delivery of our services will continue to be run by our small committed team of staff and volunteers headed by our Museum Director, Roz Currie. Employees are mostly part-time including some on zero-hour contracts and work alongside experienced contractors and a group of dedicated volunteers involved in every aspect of museum life. The ongoing development, growth and retention of volunteers are seen as key to ongoing success.

## Role of our Board of Trustees

In summary, WHAT Trustees have ultimate responsibility for the governance of the organisation and:

- set strategic direction for the Trust, defining its vision, values, and priorities
- ensure the Museum is well run, achieving its aims and objectives, and effectively managing performance and risk
- ensures that the Trust is governed and run in an inclusive way that benefits the whole community.

These are voluntary and unremunerated positions but out-of-pocket expenses may be claimed. Further information on the responsibilities of Board Members is provided in Annex 1.

## Equal Opportunities

WHAT is an equal opportunity employer, seeking to ensure that all paid and voluntary roles are appropriately advertised and encouraging applications from candidates from BAME groups, those with disabilities and those from across the spectrum of sexual and gender identities.

We are committed to appointing on merit and to removing barriers to both employment and volunteering.

## Eligibility

Applicants should preferably work or live within reach of High Wycombe or have demonstrable close connections with the locality. They must be over the age of 18 and eligible to work in the UK. It is important that applicants, or members of their immediate family, do not have any potential conflict of interest through any other roles.

In addition, under the Companies Act 2006, someone may not be a Director if:

- they have been disqualified from acting as a company director (unless special permission has been granted by the court to act for a particular company); or
- they are an undischarged bankrupt (unless special permission has been granted by the court).

## Person specification for WHAT Trustees

### Essential skills

- Problem solving and analytical skills
- Proficiency at listening to and ensuring that lesser heard voices have the opportunity to contribute
- Skilled in building strong relationships and collaborative working partnerships
- Ability to work as part of a team and enthuse others
- Excellent communication and interpersonal skills with the ability to negotiate effectively, challenge positively, influence others and communicate with a wide range of audiences at different levels
- Ability to participate effectively in discussions and represent people who access services in a clear and professional manner.

### Essential characteristics

- Commitment to the aims, objectives, and values of WHAT
- Understanding of good governance principles including the legal duties and responsibilities of trusteeship
- Strong connections with or knowledge of local communities, networks, and services
- Experience of working in a collective decision-making group or awareness of board level working
- Experience of management or leadership in the corporate, statutory, or voluntary sectors.

### Desirable knowledge and experience

WHAT Trustees should ideally be able to contribute to the effectiveness of the Board in one of the following ways:

- Good local knowledge of some aspect of the local heritage and culture environment
- Understanding of the challenges and opportunities facing these sectors

Previous experience of governance or management in the museum or heritage sectors, whilst an advantage, is not essential.

## Enquiries, Application and Selection Process

To apply, you are asked to provide:

- a personal statement of no more than two sides of A4 detailing how you meet the person specification included in this document. Please list each criterion and state clearly what relevant experience or skills you have for each one;
- a copy of your CV.
- contact details of two references

Please submit your application by email by 1pm, 13<sup>th</sup> February 2022 to Jenny Baker, Trustee, Wycombe Heritage and Arts Trust at [jenifer.baker@btinternet.com](mailto:jenifer.baker@btinternet.com).

All applications will be acknowledged and considered by our Governance Committee and selected candidates will be invited for informal interview during w/c 21<sup>st</sup> February 2022.

All applications will be reviewed by comparing the contents of the CV and personal statement against the role and experience requirements.