

Great Western Society Limited

Trustee recruitment

Responsibilities of trustees

- Be collectively responsible for the success of Didcot Railway Centre and set the strategic aims of the museum
- Define the values and standards of the museum, including the mission statement and policies.
- Review and approve the Forward Plan.
- Ensure transparency and accountability in the museum's activities.
- Regularly review and approve risk management to ensure that it reflects changes inside and outside the organisation.
- Ensure that necessary resources are in place to meet objectives and monitor performance.
- Scrutinise the performance of management in meeting agreed goals and objectives and ensure that the museum's controls and systems of reporting are robust.
- Ensure compliance with the GWS Memorandum and Articles of Association and with Charity, Health & Safety and other legal requirements.
- Ensure that the charity's assets are only used to support or carry out its purposes.

Key expectations of trustees:

- To understand the purposes and how they benefit the public.
- To give enough time, thought and energy to the role - preparing for meetings and all work for the organisation, attending meetings and other appointments, engaging in discussions and decision-making processes
- To engage in respectful discussion, debate, and voting in meetings – contribute positively, listen carefully, challenge sensitively.
- To act jointly and accept a majority informed decisions, thinking about the long term as well as the short term – make decisions collectively, stand by them and not act individually unless specifically authorised to do so.
- To work considerately and respectfully with all – respect diversity, different roles, and boundaries, and avoid causing offence.
- To respect confidentiality – understand what confidentiality means in practice for an organisation, its board and the individuals involved.
- To have a sound and up to date knowledge of the museum – understand how the museum works and the environment within which it operates.
- To contribute – come forward where possible and offer the benefit of your expertise to supporting the museum's mission.
- To take advice – to seek and consider professional advice on anything in which the trustees do not have expertise themselves.

Person Specification:

It is essential that trustees should:

- Have the ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- Be willing to learn.
- Have good communication, team-working and interpersonal skills.
- Be tactful, diplomatic and able to build relationships.
- Be fair, impartial and open to new ideas.

It is desirable that trustees have:

- A specialism in one of the areas we have highlighted
- A strong personal network
- An interest in railway and social history and in museums and heritage.
- A personal commitment to giving, in line with their financial ability

We are looking in particular for contribution in the following areas:

- Fundraising – looking for external support for a range of fund raising activities from grant applications, through corporate sponsorship to high value giving.
- Commercial – an understanding of marketing and public relations in the heritage sector.
- Human resource and volunteer management – knowledge of current good practice in HR and volunteer management
- Museum management – experience of the functions of accredited museums, including curation, collection management, public education, exhibitions, visitor services and technology.