

Trustee

Amberley Museum is the only centre of its kind in the South East of England, preserving, displaying and documenting traditional industry and rural activity. It welcomes a wide range of visitors of all ages, including families looking for a fun day out, and industrial enthusiasts.

It is set in a 41acre site in the South Downs National Park. Its attractions include a narrow-gauge steam railway and a vintage bus service as well as various stationary and moving Steam Engines. Exhibition halls include the Connected Earth Telecommunications Hall, Milne Electricity Hall, Woodturning, Wheelwrights, and a printing workshop. The Museum is also home to traditional craftspeople including a pottery and blacksmith.

Part of our mission is to preserve the rapidly disappearing industrial history of the Southeast but over the past 40 years the Museum has grown and developed into a significant education and tourist centre in the region, attracting over 50,000 visitors, spread across children, adults of all ages, and groups. The Museum has a programme of special events, including weekends of Traditional Crafts; Military Vehicles; Classic Cars; Miniature Steam and events for Halloween and Christmas Santa.

The Board of Trustees seeks to ensure that it has a broad range of skills and experience and from time to time recruits new Trustees.

Role of Trustee

The Museum is governed by a Board of Trustees, the main duties and responsibilities of which are:

Accountability, Legal and Financial Duties

- Ensuring the museum complies with its Memorandum and Articles of Association, charity and company law and other regulatory requirements;
- Ensuring the Museum remains financially viable, including reviewing the financial reports and performance and making decision on major capital expenditure;
- Monitoring and reviewing reports on the Museum's activities;
- Promoting equality and diversity in line with its policies;
- Promoting sustainability as per the Museum policies;
- Overseeing the Museum's Health and Safety Management System and Safeguarding policies

Policy and Planning

- Setting the overall strategic direction, developing the Strategic Plan, setting policy, defining objectives and setting targets and evaluating performance;

Doc Ref: AMHC-RD-203	Version: 2	Version Date: 21/10/2024
Owner: Chair of Trustees	Author: Chair of Trustees	Classification: Internal or External

- Ensuring that all operational risks associated with the Museum are recognised and that appropriate steps to mitigate these are implemented and regularly monitored;

Advocacy

- Acting as an enthusiastic and well-informed ambassador for the Museum at all times and assisting with fundraising and income generation activities.
- Safeguarding the good name and values of Amberley;

Person Specification

We are ideally looking for people who can meet the following:

- Is passionate about and committed to the objectives of the Museum with proven interest of knowledge in an area of heritage or the Museum's activities;
- Has an understanding of and is familiar with the duties of a Trustee and the governance of a charity;
- Is local to Sussex and able to devote the necessary time to the Museum to fulfil this role, including on site presence;
- Is able to demonstrate good judgment, tact, diplomacy and discretion;
- Is able to think strategically and have strategic vision;
- Understands the voluntary sector/charities/third sector;
- Has good networking and communication skills;
- Can work as part of a team and support Board decisions.

Commitment and Term of Office

- Trustees serve for a fixed term of three years and can serve for three of these terms;
- Board of Trustee meetings are normally held every six weeks, more often if required, and committee meetings are held at least quarterly unless otherwise determined;
- Trustees are expected to be involved in at least one Board Committee;
- Trustees are expected to visit the site from time to time and interact with staff, visitors and volunteers.
- Trustees need to become familiar with the Museum's vision and mission, strategy, organisation and resources;
- Trustees are expected to contribute to, accept and stand by decisions of the Board – Board discussions are confidential and not to be shared with outside parties;
- Trustees should avoid conflicts of interest – these are declared and in those situations a Trustee would take no part in the decision-making process;
- The Trustees support the Museum Director and staff to carry out the organisation's objectives.

Recruitment Process

Doc Ref: AMHC-RD-203	Version: 2	Version Date: 21/10/2024
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For an informal discussion with the current Chair or a member of the Board please contact the Chair to arrange.

Site visits to the Museum can also be arranged with the Director.

Applications should be accompanied by a covering letter and up to date CV and sent to:

Interviews will take place with the Chair and Vice-Chair and/or other Trustees and successful applicants will be invited to join a Trustee Meeting following which the Trustees will decide if they should be offered the role of Trustee.

Applicants will be required to confirm that they are not disqualified from acting as a charity trustee or company director, have not been removed from such a post, or been stopped from holding such a position.

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