

# Trustee Role Description, and how to apply.

## Stromness Museum

### About Stromness Museum

Stromness Museum is a valued cultural and heritage organisation serving Stromness, Orkney and its wider community. The Museum preserves, interprets and shares collections and stories that reflect Orkney's rich natural, maritime, social and cultural heritage.

The Museum is seeking enthusiastic and committed individuals to join its Board of Trustees and help shape its future development.

### The Role

As a Trustee, you will share collective responsibility for the governance, strategic direction and long-term sustainability of Stromness Museum.

Working collaboratively with fellow Trustees, staff and volunteers, you will help ensure that the Museum fulfils its charitable purpose, provides a welcoming and engaging experience for visitors and remains relevant to the communities it serves.

Trustees are expected to contribute constructively to Board discussions, provide appropriate challenge and support, and use their skills, knowledge and experience in the best interests of the Museum.

### Key Responsibilities

Trustees will:

- Help set and maintain the Museum's strategic vision, priorities and objectives.
- Ensure that the Museum fulfils its charitable purposes and operates in accordance with its governing documents and relevant legislation.
- Provide effective oversight of financial management, budgets, fundraising and the long-term sustainability of the Museum.
- Support the appropriate care, conservation, development and interpretation of the Museum's collections.
- Help ensure that the Museum provides an inclusive, accessible and engaging experience for visitors and the local community.
- Oversee and support good governance, risk management and organisational policies.
- Contribute to discussions about exhibitions, learning, outreach, community engagement and future development.
- Act as an ambassador for Stromness Museum and promote its work within the community and beyond.
- Support the development of relationships with funders, partner organisations, local stakeholders and the wider heritage sector.

- Attend Board meetings and participate in relevant committees, working groups or Museum activities as appropriate.
- Prepare for meetings by reading relevant papers and contributing actively to decision-making.
- Maintain confidentiality and act at all times in the best interests of the Museum.

**We welcome applications from the wider community, including from people who may not live in Orkney but who have a passion for Stromness, the Stromness Museum and Orkney**

## **Person Specification**

We are particularly interested in people who can demonstrate some of the following:

### **Essential**

- A genuine interest in the purpose and future of Stromness Museum.
- The ability to work collaboratively as part of a Board.
- Sound judgement and the confidence to ask questions and provide constructive challenge.
- A willingness to understand and fulfil the responsibilities of a charity Trustee.
- Commitment to equality, inclusion and community engagement.
- The time and commitment required to participate effectively as a Trustee.

### **Desirable**

The Board would particularly welcome applicants with experience or expertise in one or more of the following areas:

- Finance, accounting or business management
- Fundraising and income generation
- Museums, collections, archives or heritage
- Community engagement, education or learning
- Marketing, communications or digital development
- Property, buildings or capital projects
- Human resources or organisational development
- Charity governance or leadership
- Legal, regulatory or risk management
- Tourism or visitor experience

You do not need previous experience as a Trustee or museum professional. We are keen to hear from people with a broad range of backgrounds, skills and perspectives.

## **Time Commitment**

Trustees are expected to attend regular Board meetings, normally held quarterly, as well as the Annual General Meeting and any relevant committee or working-group meetings.

Trustees may also be invited to participate in Museum events, projects and activities. The precise time commitment will vary according to individual responsibilities and areas of interest.

## What We Offer

Being a Trustee of Stromness Museum provides an opportunity to:

- Help shape the future of an important Orkney heritage organisation.
- Contribute your skills and experience to a worthwhile community resource.
- Support the preservation and interpretation of significant collections and local stories.
- Work alongside committed staff, volunteers and fellow Trustees.
- Develop your understanding of museum and charity governance.
- Make a meaningful contribution to the cultural life of Stromness and Orkney.

This is a voluntary, unpaid role. Reasonable out-of-pocket expenses may be reimbursed in accordance with the Museum's policies.

## How to Apply

If you are interested in becoming a Trustee, please send a CV and short statement explaining your interest and relevant experience to [vicechair@stromnessmuseum.org.uk](mailto:vicechair@stromnessmuseum.org.uk)  
The closing date for receipt of your application is 5pm on Monday 26<sup>th</sup> October.

Informal conversations about the role are welcomed. Please contact Hayley Green on the email above if you would like to find out more.

Stromness Museum is committed to welcoming Trustees from diverse backgrounds and to ensuring that its Board reflects the communities it serves.

## Thank you

Thank you again for your interest in our lovely and fascinating Museum, and we hope to hear from you soon.