



WHITAKER MUSEUM & ART GALLERY

Explore the past,
meet the present,
create the future.



The Whitaker, Trustee Recruitment Pack
Part of Rossendale Leisure Trust Group

Introduction I - The Whitaker

The Whitaker has recently completed an exciting phase of redevelopment and revisioning. Following significant capital investment from the National Lottery Heritage Fund in 2019, the museum, gallery and park land reopened in July 2021 with an exciting and engaging programme.

The Whitaker CIC was incorporated in December 2013. It is also a Fully Accredited museum, under the Arts Council England accreditation scheme. The Whitaker CIC's previous Board of Directors saved the Whitaker Museum & Art Gallery from closure in 2013 when it embarked on a passionate journey of restoration and enhancement of the site. Three local, committed and passionate Directors were empowered by Rossendale Borough Council to take on and revitalise the civic museum, into the vision being delivered today.

It was announced on Friday 4 November 2022, that The Whitaker is to become a National Portfolio Organisation of Arts Council England (ACE) from 2023 – 2026. This hugely significant achievement, ensures The Whitaker will receive £159k funding per year, from ACE. The investment will enable the museum and art gallery to continue to showcase the best contemporary art locally, nationally and internationally, continue working with the local community and preserving The Whitaker's collection for future generations.

The Whitaker is dedicated to keeping heritage alive, not just for heritage's sake, but for real purpose and the genuine impact that a building full of stories, objects & inspiring spaces can have in its local area.

The Whitaker's development approach is connected with the idea that heritage and sustainability are strongly linked, and that heritage can be a powerful catalyst for positive local development – integrating social, industrial/economic, and environmental considerations. As a vibrant centre of cultural life in the valley, The Whitaker's development is really the valley's development. The Whitaker draws on the rich heritage of the valley, both cultural and natural heritage.

The Whitaker is a Community Interest Company (CIC 08802662), although is currently going through the process to convert to a Charitable Incorporated Organisation (CIO) with the Charity Commission. During the early summer of 2021, The Whitaker completed a merger with Rossendale Leisure Trust (RLT). The Whitaker remains an independent company, with a Board of Trustees, autonomy over decision making etc, and supported by an Intra Group Agreement between RLT and The Whitaker.

Introduction 2 - Rossendale Leisure Trust Group

Rossendale Leisure Trust (RLT) is proud of the great strides made for the people of Rossendale, but recognise the need to work further across the valley, with new people and in different communities. Since 2004, when a board of Directors took over running the trust from the local authority, we have seen the expansion and investment in leisure grow, with more focus on wellbeing, working with more schools and offering a wider range of activities, including the climbing wall at the Adrenaline Centre, developing health referral programmes, supporting the development of local walking and cycling opportunities, and expanding the learn to swim programme. RLT is a registered Community Benefit Society (IP29747R). In addition, RLT is registered with HMRC as a charitable body and therefore able to access charity related reliefs and exemptions.

RLT is going through significant change, this has mainly been the creation of a group structure. A significant part of securing the future of the leisure and culture assets in the Valley, is being achieved through the consolidation and partnership, and through creating a resilient group of likeminded partners. RLT have had longstanding relationships with Community Leisure Association for Whitworth (CLAW), The Whitaker, and Ski Rossendale – providing support, advice and resource through formal partnership agreements. Prior to and during the Covid-19 pandemic, all three organisations had approached RLT for support and suggested ever increasing levels of partnership working and support.

All partners are solely focused on Rossendale and creating the best opportunities for communities. The arrival of Covid-19 prompted a series of discussions across the partners, about its impact and issues created. The group individually concluded that their organisations, their assets and services would be more resilient as a group, and each potential partner actively led discussions with RLT to explore closer working partnerships and merger.

The vision driving the merger with The Whitaker was to secure the long-term sustainability of the museum and associated cultural and leisure opportunities supporting a vibrant Whitaker Park and making a significant contribution to people and place.

RLT Group Corporate Structure

Rossendale Leisure Trust (Parent Company)
Community Benefit Society: IP29747R
HMRC Charity Number: XR80333



Relationship between parent company (RLT) and Subsidiary Companies managed via:

1. **Intragroup Agreement:** including Governance Arrangements, Responsibilities, Scheme of Delegation – Operations, and Scheme of Delegation – Financial
2. **Merger Agreement:** Legal Governance relationships, shareholding arrangements, voting rights.

Leases for WLC and the Riverside surrendered by CLAW. RBC assign to RLT.

Staff team TUPEd to RLT.



Ski Rossendale Limited

(Wholly Owned Subsidiary)
Ltd by Guarantee 07497215



THE WHITAKER
MUSEUM & ART GALLERY

The Whitaker Limited

(Wholly Owned Subsidiary)
CIC 08802662
Converting to CIO (Charity)

Friends of The Whitaker Museum
Not formally an RLT Group entity

Introduction 3 - Trustee Recruitment

After a year of consolidation across the Rossendale leisure and culture portfolio, supported by Rossendale Borough Council, and delivery through and recovery from, the impacts of Covid-19, a new Group structure has been created.

Both The Whitaker and RLT are aware that we have a lot of learning and development to do, in terms of equality, of our board, staff team and customers. We are reaching more of the communities through the valley, and we welcome and encourage applicants from the diverse communities who call Rossendale home. Importantly, we are also seeking other often underrepresented communities to join our Boards. Including people aged under 35, women, disabled people, and people from Black, Asian and minority ethnic communities.

The Whitaker Board, supported by the RLT Board (Parent of the Group) is initially seeking two new people to join the Board of The Whitaker.

The Whitaker Board is keen to seek Trustees who will support a greater diversity of life experiences and viewpoints, care about community, and help develop The Whitaker, by adding specific skills and competencies.

The Whitaker Board is seeking to appoint two Trustees based on their experience and skills within one or more of the following:

- Leading / managing / developing arts and culture services and organisations; and
- Leading / managing / developing heritage spaces and services, and museums.

Further information is detailed in the following pages.

Process

We want to create as open and transparent application process as possible.

If you have any questions please do not hesitate in contacting Emily Cryer, Executive Assistant for RLT who is supporting the recruitment process.

The following pages outline the role description. However, although this is a guideline of what board duties are, we welcome people who will bring their experience and knowledge and share this with us.

We welcome submissions in any medium, via letter over email, video submission, or phone conversation etc.

We ask that in your application you outline how you meet the role description below, and why you would want to be part of The Whitaker Board.

The Whitaker Creative Director, Gaynor Seville, and Whitaker Director, Jackie Williams, will shortlist applicants against the outlined role description below.

Gaynor and Jackie will invite the shortlisted candidate(s) to an in-person discussion in a place and time that suits the applicant.

Following those discussions, Jackie, as Whitaker Director, will make a recommendation to The Whitaker Board of Trustees for agreement. In turn, due to the governance structure, The Whitaker Chair will then make a recommendation to the RLT Board for approval, and appointment. Once approved, The Whitaker Director will then formally invite the candidate(s) to join The Whitaker Board.

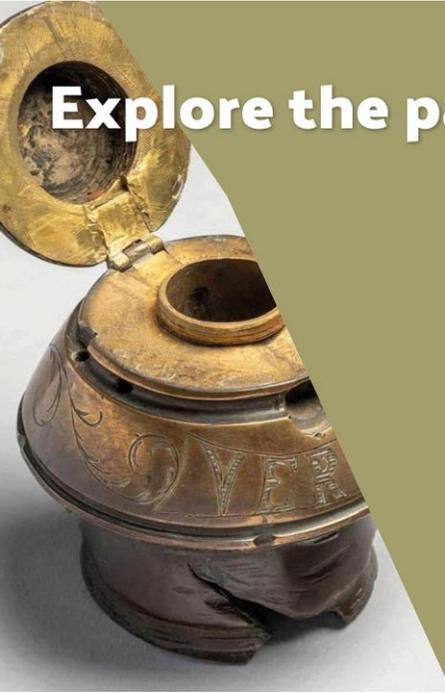
The deadline for receiving applications is **Monday 16 January, at 12 noon**. Please email applications to Emily Cryer, details below.

We ask that you please email RLT colleague Emily Cryer to outline your proposed application method so that appropriate mechanisms can be put in place to receive the various application types: emily.cryer@rltrust.co.uk

More information about The Whitaker on the website at <https://www.thewhitaker.org/> and if on Twitter, @WhitakerMuseum

Information about RLT can be found on the website at <https://www.rltrust.co.uk/> and if on Twitter, @RLTrust.

Role Description – The Whitaker Board Trustee



Explore the past



Meet the present



Create the future

The role of a Trustee

- to ensure that The Whitaker complies at all times with its governing document, company law and any other relevant legislation or regulations
- to maintain proper financial control and ensure that The Whitaker applies its resources exclusively in pursuance of its aims and objectives.
- to set and maintain vision, mission and values of The Whitaker
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets for The Whitaker
- to ensure accountability at The Whitaker
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of The Whitaker
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of The Whitaker and RLT Group, to maintain effective board performance and ensure the effective and efficient administration of the company including funding, insurance and premises
- to promote and advocate for The Whitaker and RLT Group
- to share networks and contacts where and when appropriate
- to act in the best interests of The Whitaker, never in the interests of yourself or another organisation

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience she/he/they has to help the Board reach sound decisions. These may involve scrutinising Board and meeting papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

Commitment

Company	The Whitaker Museum & Art Gallery CIC
Role	Trustee
Company HQ	The Whitaker, Haslingden Road, Rawtenstall, Rossendale, BB4 6RE
Meeting base	The Whitaker
Term of Office	Three years (with the option of two further three years)
Meetings & Accompanying Work	<p>The Whitaker Board, it is anticipated, meet once per quarter (four times per year), unless an extraordinary circumstance arises.</p> <p>Board members may be asked to attend one committee, depending on topic and need.</p> <p>Board meetings are usually in an evening (6.30 – 9pm). Preparation for Board meetings would require 2/3 hours of time, typically spent on pre reading papers and developing questions you may wish to ask at the meeting.</p>
Remuneration	Out-of-pocket expenses are paid e.g. travel costs etc.

Experience of	Essential / Desirable
Being a charity Trustee and/or a Company Director	D
Working in social business at a senior management level	D
Working with boards or committees as a member or advisor	D
One or more of the following skills or experiences of leading / managing / developing: <ul style="list-style-type: none"> • Arts and culture services and organisations • Heritage spaces and services, and museums 	E
Knowledge of	
Commercial / charity/ third sector / social business, organisations	E
Effective governance and how it applies to The Whitaker CIC/CIO	D
Efficient financial planning and monitoring	D
Public culture and leisure services	D
Additional attributes	
Excellent communication skills (verbal, non-verbal and listening)	E
Willingness to devote additional time and effort to the role	D
Excellent leadership and advocacy skills	E
Teamwork	E
Able to influence and persuade	E

Finally

Thank you for taking the time to read this recruitment pack for new Trustees to join The Whitaker Board.

It is an exciting time to join The Whitaker team, due to significant and thrilling redevelopment, and recently securing NPO status with Arts Council England.

Even though 2020 and into 2021 had been incredibly challenging, the agile approach of The Whitaker and RLT, and our closeness to Rossendale communities, has certainly helped both organisations through this period.

As a leadership team across The Whitaker and RLT, we are in awe of the staff and volunteer teams who have continued to do their very best through professionally and personally turbulent times. The Whitaker Board and RLT Boards have provided strategic insight and expertise to support the careful navigation through this challenging period.

RLT's ambition is health, fun and happiness for everyone. Although some of these elements have been difficult to feel and achieve at times, RLT's commitment to that purpose remains as strong as ever. RLT, The Whitaker and Ski Rossendale, as a collective and independently, are deeply dedicated to Rossendale and our communities, and will continue to strive to improve physical and mental wellbeing, and tackle the increasing health inequalities.

Thank you for your interest in The Whitaker and partners.