WHITAKER MUSEUM & ART GALLERY

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

The Whitaker, Trustee Recruitment Pack

The Whitaker

The Whitaker has been through 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.

Since the re-opening there have been significant developments, including becoming a National Portfolio Organisation with Arts Council England and securing further extensive external funding for innovative exhibitions, engagement programmes and events. Heritage Lottery have continued to support the organisation through sustainability funding, which has also enabled us to extend the staff team and start looking to the future.

The Whitaker is a fully accredited museum and 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. We encourage artists to engage with the collection, use it in exhibitions, or present new narratives and reflections on our past through contemporary visual art practices with the collections at its heart. Where these two meet is the developing USP of the museum.

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 Charitable Incorporated Organisation (CIO) with the Charity Commission and is under the wider umbrella of Rossendale Leisure Trust. The Whitaker remains an independent company, with a Board of Trustees, autonomy over decision making etc.

The hospitality and commercial events side of the organisation, originally managed through the RLT, is now outsourced to Manr, who run the daytime café offer during museum hours, a separate evening service and manage commercial events in the Old Stables event space. After a difficult few years, this is now proving a popular and successful approach and brings an income into the museum.

Rossendale Borough Council are the owner of the building and collection, and there is a 25-year plan in place. We are currently developing an Expression of Interest to Heritage Lottery to apply for funding to realise a new accommodation and studio wing to the building, with initial designs complete and feasibility study produced.

Trustee Recruitment

We engage with many 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 young people, women, disabled people, and people from Black, Asian and minority ethnic communities.

The Whitaker Board 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:

- Education and schools
- Legal
- Arts and culture services and organisations
- Heritage and museums
- Business performance/fundraising

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 Gaynor Seville, Creative Director, 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 the trustees, will shortlist applicants against the outlined role description below.
- The deadline for receiving applications is **Monday 23rd March at 12 noon**. Please email applications to Gaynor Seville details below.
- We ask that you please email Gaynor via gaynor@thewhitaker.org
- More information about The Whitaker can be found via the website at https://www.thewhitaker.org/

THE WHITAKER
MUSEUM & ART GALLERY

Role Description – The Whitaker Board Trustee

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 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
- 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 have 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 CIO
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 years)
Meetings & Accompanying Work	The Whitaker Board, it is anticipated, meet once per quarter (four times per year), unless an extraordinary circumstance arises. Board members may be asked to attend one committee, depending on topic and need. 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.
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: • Arts and culture services and organisations • Heritage and museums • Schools and education • Legal • Business performance/fundraising	E
Knowledge of	
Commercial / charity/ third sector / social business, organisations	E
Effective governance and how it applies to The Whitaker 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 achievements and developments during the 5 years since re-opening; and the future plans, vision and aspirations. There is lots to tell you about The Whitaker and the innovative work we do, and the communities we support!

The staff and volunteer teams have continued to do exceptional work and support all aspects of the business. The Whitaker Board, currently made up of skilled, local people from Rossendale, have provided strategic insight and expertise to support the careful navigation through an initial challenging period. We are now excited to pursue our ambitions for a thriving future for the museum and art gallery and all the communities associated with it.

Thank you for your interest in The Whitaker, and we look forward to hearing from you.