

## Trustee Role Description

### About us

Forncett Industrial Steam Museum is a small, independent, volunteer run museum situated south of Norwich. The spectacular collection of stationary steam engines was acquired by the Chairman, Dr Rowan Francis, and became a Charitable Incorporated Organisation in 2018. The collection includes the engine that used to raise and lower London's Tower Bridge before electronic motors took over in 1974, as well as the impressive Soame Steam Cart, a steam-driven car built in 1897.



The museum is open to the public on Wednesdays and Sundays throughout the year, with 'steam-up' days, when the engines can be seen working, on the first Sunday of the month from May to October.

### Why join us?

Becoming a CIO in 2018 marked the beginning of an exciting transition for the museum, from being a private collection to becoming a publicly accountable body. Achieving Arts Council England Accreditation is the next step and we want your expertise to help us through this exciting phase of the museum's development. As a trustee, you have the opportunity to contribute to the museum's strategic direction, ensuring that we can operate sustainably and fulfil our potential as a local visitor attraction and significant collection of industrial heritage.

### Role summary

Trustees have the ultimate responsibility for directing the affairs of Forncett Industrial Steam Museum, and ensuring that it is solvent, well-run, compliant with legislation and best practice, and delivers the charitable outcomes for which it has been set up. The main responsibilities of the role are set out below. This role is voluntary and unremunerated.

### Main responsibilities of the role

- Ensure that the museum complies with all relevant legislation and regulations, in particular ensuring that the museum prepares and submits its reports, annual returns and accounts as required by law.
- Ensure that the museum complies with the requirements and rules set out in its governing documents and ensure that the museum applies its resources exclusively to pursuing its objectives.
- Contribute actively to the board of trustees' role in giving firm strategic direction to Forncett Industrial Steam Museum, setting overall policy, defining goals, setting objectives and evaluating performance against objectives.
- Ensure the effective and efficient management and administration of Forncett Industrial Steam Museum.
- Ensure the financial stability of Forncett Industrial Steam Museum and the proper investment of the museum's funds.
- Keep informed about the activities of Forncett Industrial Steam Museum and wider issues which affect its work.
- Act with integrity, and avoid any personal conflicts of interest or misuse of the museum's funds or assets.
- Be an advocate for Forncett Industrial Steam Museum, raising its profile.
- Use specific skills, knowledge and experience to help the board of trustees reach sound decisions.

**Time commitment**

The Trustee Board meets six times a year. In addition to attending these meetings, Trustees will undertake work to meet the specific requirements of their role, as well as participating in other tasks where appropriate. The time commitment is flexible to meet the needs of the individual and the role. Trustees are normally expected to serve a minimum of three years on the Board, where possible.

**Person Specification**

We welcome applications from people with a wide range of skills and experience. At this time, we are particularly seeking trustees with skills and experience in the following areas:

- retail and/or catering
- digital marketing
- events management

However, if you are interested in this role and feel that you have different skills to contribute, please apply, as all applications will be considered. Industrial heritage sector experience is not a prerequisite.

**Expenses**

This role is voluntary and unremunerated. Travel and additional expenses, within reason, can be claimed.

**Applications**

To apply for this role, please send a CV and covering letter detailing your relevant experience and why you are interested in the role to Dr Rowan Francis, Forncett Industrial Steam Museum, Low Road, Forncett St Mary, Norwich, NR16 1JJ or email [forncettsteammuseum@gmail.com](mailto:forncettsteammuseum@gmail.com).

Forncett Industrial Steam Museum is committed to equal opportunities and is working to broaden the diversity of its Board. We welcome applications from all sections of the community.

For further information or to discuss the role, contact Rowan Francis, Chairman, at [rowan.n.francis@gmail.com](mailto:rowan.n.francis@gmail.com), tel 01508 488277.

The deadline for applications is 5pm on 16 April 2020. We will invite successful applicants to an informal interview with trustees, which will include a tour of the museum, on 30 April 2020. If you would be unable to attend on this date, please let us know as part of your application so we can make alternative arrangements.

**Eligibility**

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).