

July 2023

Brunel Museum New Trustee Recruitment

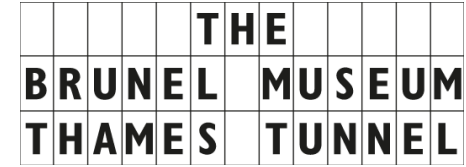


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Welcome



Thank you for your interest in becoming a Trustee of the Brunel Museum. We are currently a Board of seven people, and are looking to recruit up to a further four new Trustees.

This is an exciting time to be joining the museum, with visitors continuing to come back to the site post-Covid and the redevelopment of the museum via the Brunel Reinvented Project about to get underway.

We are keen to hear from applicants with a wide range of backgrounds and experience in order to provide a balanced and effective Board. We want to broaden the diversity of our Board and welcome candidates that can contribute a diversity of representation and thinking, including people from minority ethnic groups, LGBTQ+ people, people with disabilities, and those with experience of socio-economic disadvantage.

You do not have to have previous Board or Trustee experience, and while there are some specific expertise we would be interested in bringing onto the board (detailed in the pack from page 8) ultimately we're looking for people who will bring passion, fun and enjoyment both to the board, and the museum.

Please take a look at this pack which contains further information on the Trustee role, the board and the museum.

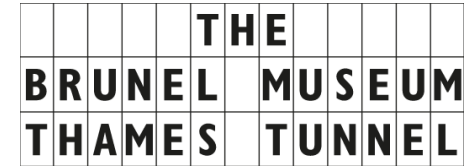
If you have further questions or would like to have a chat about the role, please just get in touch with me directly.



Richard Davies
Chair of the Board of Trustees,
Brunel Museum

richard.davies@thebrunelmuseum.com

About the Museum



OUR MISSION

To preserve and share widely the ground-breaking stories of the Thames Tunnel project and the outstanding achievements of the Brunel family and their relevance to our lives today. We inspire communities through exploration, learning and performance.

WHAT WE DO

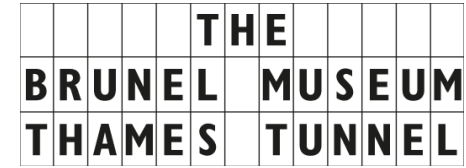
The Brunel Museum showcases the local story of the Brunel engineering family and how they changed the world. It is on the site of the world's first tunnel under a navigable river, and was opened in 1843.

The tunnel was built using the newly invented tunnelling machine invented by Isambard Kingdom Brunel's father, Marc Brunel. Today it is still in operation, as part of the London Overground railway network.

Located in Rotherhithe, the Museum is an educational charity. Trustees and staff are committed to widening community involvement with the Museum and to inspire people to explore, learn, share and enjoy our story of innovation and perseverance.



About the Museum Museum Team



DIRECTOR

Brunel Museum Director, Katherine McAlpine, leads the team of dedicated staff and volunteers who help run the museum.

STAFF

Our small team of fantastic staff run the museum day-to-day activities.

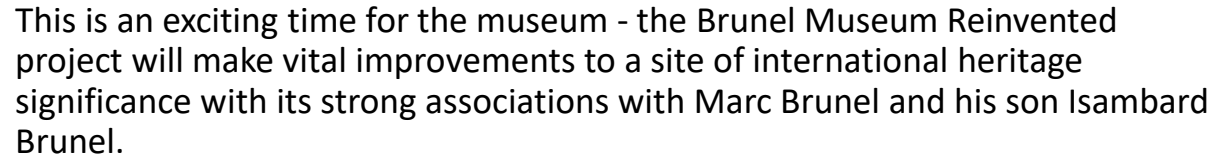
VOLUNTEERS

Our volunteers are at the core of what we do here at the Brunel Museum. Our dedicated volunteer team serve as expert Thames Tunnel tour guides, manage the museum shop and facilities and help oversee school visits and museum events.

More information on the team and volunteers is here: <https://thebrunelmuseum.com/about/>



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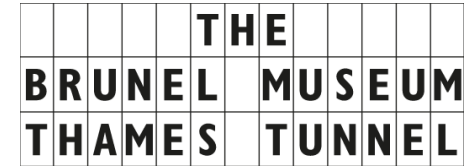
We will also be able to offer a wider range of events and activities for our visitors.

Further information available here:

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About the Board

Current Trustees



RICHARD DAVIES

Chair

Richard is Head of Collections Programmes at the British Library and joined the Board in 2021



MAUREEN NOLAN

Secretary

Maureen is Secretary to the Board and a Chartered Governance Professional and joined the Board in 2017



MIKE HEAP

Treasurer

Michael is the Chief Financial Officer (CFO) for Enstar Europe and joined the Board in 2021



NICK MANSELL

Nick is Chief Executive at Intermarine UK and joined the Board in 2019



AMY ROSS

Chair, Remuneration Committee

Amy is Development Director at the Southbank Centre and joined the Board in 2021



FRAN SCOTT

Fran is a BAFTA nominated Science and Engineering presenter and joined the Board in 2021



CHERYL SMITH

Chair, Brunel Reinvented Project

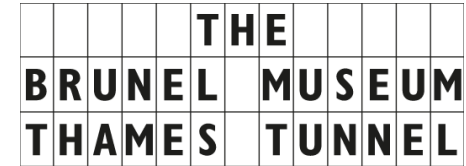
Cheryl is Head of Heritage at Islington Council and joined the Board in 2021

Further information on the Trustees is available online:

<https://thebrunelmuseum.com/about/meet-our-trustees/>

About the role

Practicalities



PRACTICALITIES OF BOARD MEETINGS

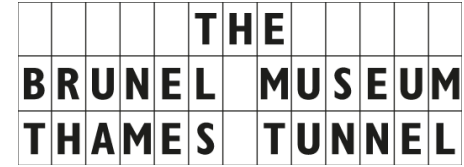
- The Board currently meets ten times per year, plus an annual 'Away Day'.
- Meetings usually take place at 7.00pm online via Zoom or periodically in person (either at the Museum or another London location).
- The annual Away Day is held in person, in London.

TIME COMMITMENT

- Trustees will be expected to allocate about one day per month to the Museum, although more time might be needed with involvement in projects or specific initiatives.
- The appointment is for an initial term of three years, renewable to a maximum of nine years.
- Trustees are unpaid.



About the role Trustee Duties & Responsibilities

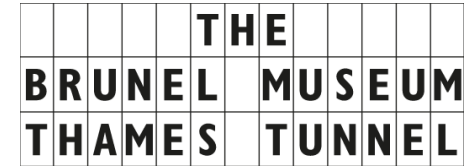


The responsibilities of the Museum Trustee include:

- Ensuring that we comply with company and charity law, the Articles and any other legislation or regulations.
- Ensuring the Museum is carrying out its purpose for the public benefit.
- Providing strategic direction and supporting the development of policies, goals and targets.
- Managing the Museum's resources responsibly. Monitoring the financial position, ensuring that we operate within our means and that there are clear lines of accountability for financial management.
- Acting with reasonable care and skill and in the best interests of the Museum.
- Maintaining the good reputation of the Museum.
- Attending and engaging with Board meetings, including scrutiny of Board papers.
- Attending events and representing the Museum externally.



About the role Trustee Skills & Qualifications



We are seeking applicants who have a strong personal commitment to education and learning, community engagement, and fostering the objectives of the Museum. Previous experience as a Trustee or Director is desirable, but not essential.

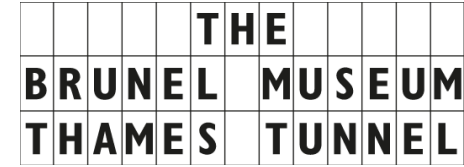
In particular, all Trustees are required to demonstrate:

- Commitment to the goals and aims of the Museum.
- Dedication to the role and a willingness to devote the required time.
- The ability to make good independent judgements.
- Being able to think creatively.
- Understanding the importance of carrying out required legal duties and responsibilities of Trusteeship.
- Proven strategic abilities that can be used to create effective plans.
- Strength of character coupled with the ability to voice concerns and opinions.
- Proven experience working as a member of successful teams.
- Integrity and objectivity which can be applied to all aspects of the role.



About the role

Trustee Skills & Qualifications



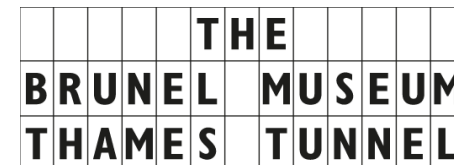
We are keen to hear from applicants with a wide range of backgrounds and experience in order to provide a balanced and effective Board.

We want to broaden the diversity of our Board and welcome candidates that can contribute a diversity of representation and thinking.

We are particularly keen to hear from you if you have any of the following skills or experience:

- Digital / Web
- Equality, diversity and inclusion/HR
- Finance
- Heritage museum or historic site management including Facilities Management

Application Process



HOW TO APPLY

Please apply by sending the following two documents to the Board Secretary, Maureen Nolan (maureen.nolan@thebrunelmuseum.com):

- a short letter (no more than one page) setting out why you are interested in the role and what you would bring to it
- a CV (no more than two pages)

Both documents should be in PDF or Word format.

The deadline for applications is 6pm on 31st August 2023.

TO FIND OUT MORE

If there is anything we can do to make the recruitment process more accessible and inclusive for you, if you would like support in communicating your skills, experience or enthusiasm, or if you would like to find out more about the role, please contact the Chair of Trustees (richard.davies@thebrunelmuseum.com) for an informal chat.

SHORTLISTING & INTERVIEW PROCESS

All applications submitted will be reviewed by a panel of Trustees. We will notify you either way if you have been selected for interview or not.

Interviews will take place online via Zoom, and are expected to take place w/c 18 September 2023. The interview panel will consist of three Trustees including the Chair. We will let you know in advance the names of the interview panel.

