



## Kids in Museums

### Trustee

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Kids in Museums is based at CAN Mezzanine in Borough, London. Our work is nationwide and while Trustee meetings will take place in Borough, some travel while representing Kids in Museums is likely.
Time commitment:	Three Board meetings per year. We are looking to recruit someone with operational finance expertise during this recruitment round and we hope that they would also join the Finance Committee. The Finance Committee also meets three times per year, generally two weeks before Board meetings.
Reporting to	Chair of Trustees

### Role Description

Kids in Museums is an independent charity focused on making museums open and welcoming to all families, in particular those who haven't visited before. With a dedicated Board of Trustees and an exciting range of events, partnerships and initiatives, Kids in Museums gives families visiting museums and galleries across the UK a dynamic and powerful voice. The Kids in Museums Manifesto and the Family Friendly Museum Award have been incredibly successful ways of encouraging and guiding museums and galleries across the country to make family visits engaging and enjoyable.

Kids in Museums became a Sector Support Organisation funded by Arts Council England as part of its National Portfolio in 2018. Since then, the charity has launched an updated Manifesto, recruited its first ever Young Trustees and Youth Panel, developed a new programme of specialist training and consultancy, refreshed the Family Friendly Museum Award and redesigned its website. In 2020, Kids in Museums will celebrate the tenth anniversary of its Takeover Day initiative and has ambitious plans to develop new programmes.

More information about Kids in Museums can be found at: [www.kidsinmuseums.org.uk](http://www.kidsinmuseums.org.uk)

### Objective

The Board of Trustees holds the Executive Team to account for the charity's mission and vision, ensuring effective governance of the charity. Trustees support, and, where appropriate, challenge the Executive Director in the future direction of the charity. They develop the strategic direction of the charity and ensure that it operates within legal and regulatory guidelines. As the Kids in Museum staff is small, Trustees can be required to offer advice and skills on certain projects as the need arises.

## **Principal Responsibilities**

- Provide governance, oversight and leadership to Kids in Museums, ensuring that the charity complies with its governing document and charity and company law.
- Steer the overall direction of the charity through firm strategic planning and governance, determining its future direction.
- Ensure that the work of the charity has maximum impact for its beneficiaries.
- Regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Oversee, with the support of the Finance Committee, the sound financial health of the charity, with systems in place to ensure financial accountability and compliance.
- Assist with fundraising, as appropriate, including helping to build new supporter relationships.
- Act as an ambassador for the charity, representing Kids in Museums at external functions where appropriate.
- Maintain good relationships with key stakeholders, such as Arts Council England and the Welsh Government, and other supporters in the cultural sector.
- Provide support and advice on new initiatives to ensure that sound decisions are taken, and Trustee expertise is fully utilised.
- Provide expert support with particular projects when needed, bearing in mind Kids in Museums is a small charity run by a small staff team.

## **Person Specification**

We are looking to recruit a Trustee to start their work with Kids in Museums in spring/summer 2020. We invite applications from people who have a demonstrable interest in the power of museums and the arts to transform the experiences and aspirations of children, young people and families. For this recruitment round we are particularly interested in meeting people who have practical, operational experience working in finance. It is anticipated that as well as sitting on the Board, the new Trustee would join the Finance Committee. We seek applications from a diverse range of backgrounds and encourage all who are interested in the work of the Kids in Museums to apply.

## Recruitment Process and Timetable

- Please send a CV and covering letter outlining why you would like to become a Trustee of Kids in Museums and the skills that you could bring to our operational financial management to [emmajane@kidsinmuseums.org.uk](mailto:emmajane@kidsinmuseums.org.uk) by 5pm on Thursday 12 March 2020.
- The recruitment process will be overseen by the Trustee Nominations Committee who will interview shortlisted candidates on Wednesday 1 April 2020. These interviews will take place in London at the Kids in Museums offices. We will contact all candidates selected for interview by Wednesday 25 March 2020.
- Please let us know if you would require any adjustments to be made to the recruitment process for you to apply for the Trustee vacancy or attend an interview.
- There will be induction sessions for successful candidates in May and June 2020.
- First Kids in Museums Board meeting: Wednesday 17 June 2020 in London.
- If you would like an informal conversation about the role please contact Emmajane Avery, Chair of Kids in Museums, at [emmajane@kidsinmuseums.org.uk](mailto:emmajane@kidsinmuseums.org.uk)