



# Carisbrooke Castle Museum

## Volunteer Role Profile: Trustee

Role title	Trustee
Purpose of the role	Support the good governance of the Museum
Key activities	<p>A Carisbrooke Castle Museum Trustee has the following obligations:</p> <ul style="list-style-type: none"><li>▪ Act as an advocate of the Museum within the community</li><li>▪ Ensure the financial viability of the Museum</li><li>▪ Provide a framework of plans and policies to define the Museum's purpose, and for monitoring achievement of its objectives</li><li>▪ Provide for the safety, security and preservation of the collections</li><li>▪ Ensure that the Museum serves the public.</li></ul> <p>To enable you to fulfil this role you would need to attend the quarterly Trustee meetings and other meetings to support the good governance of the Museum. You may be asked to take on additional roles e.g. treasurer, overseeing fundraising, HR, governance depending on your previous experience, and these will be in agreement between the Trustee and the Chair.</p>
Experience, skills and/or qualifications	<p>We are looking for Trustees with the following qualities:</p> <ul style="list-style-type: none"><li>• A commitment to and understanding of the work of Carisbrooke Castle Museum</li><li>• A willingness to devote the necessary time and effort</li><li>• Strategic vision and the ability to focus on practical issues</li><li>• Objectivity and fairness</li><li>• A good team player able to debate issues in a constructive and collegiate manner</li><li>• Good, independent judgement</li><li>• Experience of serving on a committee or board</li><li>• Ability and willingness to be an ambassador for the charity and to represent the charity positively</li><li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee</li><li>• A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li><li>• No significant conflicts of interest</li></ul> <p>We also welcome applications from candidates whose appointment would improve the Board's diversity, for example in terms of age, ethnicity, and educational and employment backgrounds.</p> <p>Satisfactory DBS check</p>

<p>Practicalities</p>	<p>This role is based in the museum, on the site of Carisbrooke Castle.</p> <p>The meetings are held at the Castle – please note access to meetings rooms requires attendees to be able to climb steps/stairs. Virtual attendance at meetings can be arranged if necessary.</p> <p>Most of our volunteers work in groups of two or three and there is always a member of staff on site.</p> <p>All volunteers are expected to read and follow the requirements set out in the Volunteer Handbook.</p>
<p>Benefits for volunteers</p>	<p>Unfortunately, we are unable to pay travel expenses for volunteers based at the museum.</p> <p>Tea and coffee is provided and parking is free in the castle carpark (with a volunteer parking pass).</p> <p>Entry to Carisbrooke Castle is free (except on special event days when there may be a small fee, please remember to show your name badge on entry).</p> <p>Volunteer social events may be planned from time to time and all volunteers/Trustees are invited to attend.</p> <p>Volunteer/Trustee briefings and training are provided as necessary.</p> <p>References can be provided on request.</p>
<p>Support provided</p>	<p>The Chair will provide support to new Trustees and a buddy will be identified from the existing Trustees to support your induction.</p>
<p>For more information</p>	<p>Telephone: 01983 523112  Email: <a href="mailto:info@carisbrookecastlemuseum.org.uk">info@carisbrookecastlemuseum.org.uk</a></p>