



Kids in Museums Trustee

Application Pack



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Welcome from our Chair

Thank you for your interest in being a Trustee for Kids in Museums. We're an award-winning charity that works to make museums great places for all children, young people and families to visit. We champion their voices to the museum sector and it's their experiences that shape our work.

The most recent data shows that about 40% of 5-15-year-olds in England haven't visited a museum in the past 12 months. The reasons why these children and families don't visit museums are multi-layered. The cost of a day out is an important factor. A considerable number of children, young people and families don't feel confident visiting museums. Access to museums is still unequal. Those from minority ethnic backgrounds, working-class backgrounds, and who have a disability face the most barriers to visiting.

If you want to help us change this and improve access to museums, we'd love you to consider joining our Board. As a Trustee, you will support us to develop our future strategy and challenge us to be the best organisation we can be. Kids in Museums has an organisation-wide commitment to diversity, equity and inclusion. Research shows that diverse boards make better decisions. Our aim over the next three years is to have at least three Board members who represent those with the least access to museums.

We encourage you to apply if you have never been a Trustee before. New Trustees do not need any previous experience of being a Board member. We will support all new Trustees with free training and mentoring when they join us.

It's more important that our Trustees bring different perspectives and enthusiasm for our mission. We are particularly keen to hear from people from groups underrepresented on our Board. Currently, these are people from minority ethnic backgrounds, working-class people, people with disabilities and those aged between 26 and 40.

Thank you for taking the time to consider this opportunity. We look forward to receiving your application.

Vanessa, Chair of Trustees at Kids in Museums



About Kids in Museums

Journalist Dea Birkett founded Kids in Museums 20 years ago. Since then, we have supported significant change in the museum sector through powerful national programmes.

Our mission is to work with museums nationwide to make them more welcoming for children, young people and families.

This is a great time to be joining the Kids in Museums team. Our core programmes, such as the Family Friendly Museum Award, Kids in Museums Manifesto and Takeover Day are thriving. Our training and consultancy offer is growing. We are developing a range of partnerships with children's book publishers to deliver free museum trails. Our 100+ free online resources are highly valued by museum

Over the next three years, we have five priority audiences:

- Children, families and young people from minority ethnic backgrounds.
- Children, families and young people who are disabled.
- LGBTQIA+ children, young people and families.
- Children, young people and families who have or are experiencing mental health problems.
- Children, young people and families who come from disadvantaged socio-economic backgrounds.

Our aim is to work with museums to support them to do more work to welcome and engage these audiences. This will include creating new training and resources, celebrating excellence through the Family Friendly Museum Award and delivering new programmes.

Kids in Museums is funded by a mixture of public funding, fundraising and income from our training and consultancy services. A staff team of five runs the charity, splitting their time between an office in East London and home working.



Why become a Trustee?



I originally applied to be a Trustee at Kids in Museums to broaden out my professional experience and to support a charity with a purpose and values aligned to my own. I was keen to be able to support an organisation through sharing my finance background and skill set but at the time of embarking hadn't appreciated what I would get back in return. I have benefitted greatly from working with my fellow Trustees who all bring such varied experiences, knowledge and skills and applying my skills to a different set of problems and challenges has broadened out my professional capabilities. From initially viewing this as donating my time and experience, it has become a two way street where I get back more than I give, and I have been grateful for this opportunity.



There are lots of benefits to being a Trustee at Kids in Museums:

- Being part of a small, dedicated team that is passionate about changing the museum sector to make it better for children, young people and families.
- Learning new transferable skills such as strategic planning, risk management, fundraising, financial management and charity governance.
- Being part of a new network and extend your connections in the museums and heritage sector beyond the Trustee Board.
- Giving something back to the wider community by improving access to heritage and culture.

Members of the Kids in Museums Board come from a range of backgrounds and across the UK. We reserve two spaces on the Board for Young Trustees under the age of 25. Our [Youth Panel](#), a group of 16-25 year olds, supports their work. We value the professional and personal perspectives of all our Trustees. The diversity of their views strengthens our work. [Read about our current Board.](#)

We will organise and pay for training to ensure you are confident with your formal responsibilities as a Trustee. These include ensuring Kids in Museums function within the law, meets its charitable objectives and spends money appropriately. More information is available in the [Charity Commission's handy two-page guide](#).

What do our Trustees do?

We hope that being a Trustee will be an enjoyable and rewarding experience. The key elements of the role are:

Board meetings (four times per year):

- Generally, three meetings per year will be online. We will make any adjustments needed for you to use Zoom. The fourth meeting will be in person at a museum.
- All in-person meetings will be in fully accessible venues. We cover all reasonable expenses for attendance. We will plan and pay for your travel and accommodation , so you aren't out of pocket.

Board meetings will typically include discussions about:

- The performance of the organisation's programmes against targets.
- Risks to Kids in Museums' programmes and as an organisation.
- Kids in Museums' finances and how the charity generates income.
- Future strategy.
- The charity's reputation.
- The charity's infrastructure such as its office and the wellbeing of staff.

Sub-committees and working groups (four times per year):

- Participation in sub-committees is optional.
- We currently have two sub-committees – Finance and Business Development. They offer opportunities for more focused work and support for the Executive team.
- Sub-committee meetings are always online.

In addition, there are many opportunities to participate in Kids in Museums programmes and attend events. You can:

- Be a judge for the Family Friendly Museum Award and/ or attend the Award ceremony.
- Visit a Takeover Day.
- Share a skill with our Youth Panel.
- Represent Kids in Museums at museum and heritage events.



Practicalities

Being a Trustee is a voluntary role. However, we can pay expenses to enable you to attend in-person meetings and events and to cover any access costs.

Most Board and Sub-committee meetings take place during working hours. Typically they last one to three hours. We try to plan meeting dates a year in advance to enable Trustees to manage their diaries.

We appoint Trustees for an initial four-year term, with the option to renew for a second term.

It is essential you have enough time to prepare for and attend Board meetings. To get the most out of being a Trustee, you should also plan your time so you can participate in other Kids in Museums activities. The time required will vary from month to month, but over a year it is likely to be around four to six days to attend and prepare for all Board meetings and participate in at least one other activity. If you become a member of a sub-committee, it is like to take another two to three days of your time.

We are looking for new Trustees to join the Board from our meeting on 14 June 2024.

Support for Trustees

We don't expect you to come with extensive prior knowledge of being a Trustee. We will provide free training and ongoing support for all new Trustees.

Induction

- Online training that provides an overview of the role of the Trustee.
- Access to online resources for new Trustees.
- Induction meeting with Chair of Trustees.
- Support to learn to read board papers and prepare for Board meetings.
- Support to understand financial documents.
- Opportunity to meet the staff team.

Ongoing support

- Additional training as required.
- An annual review with the Chair.



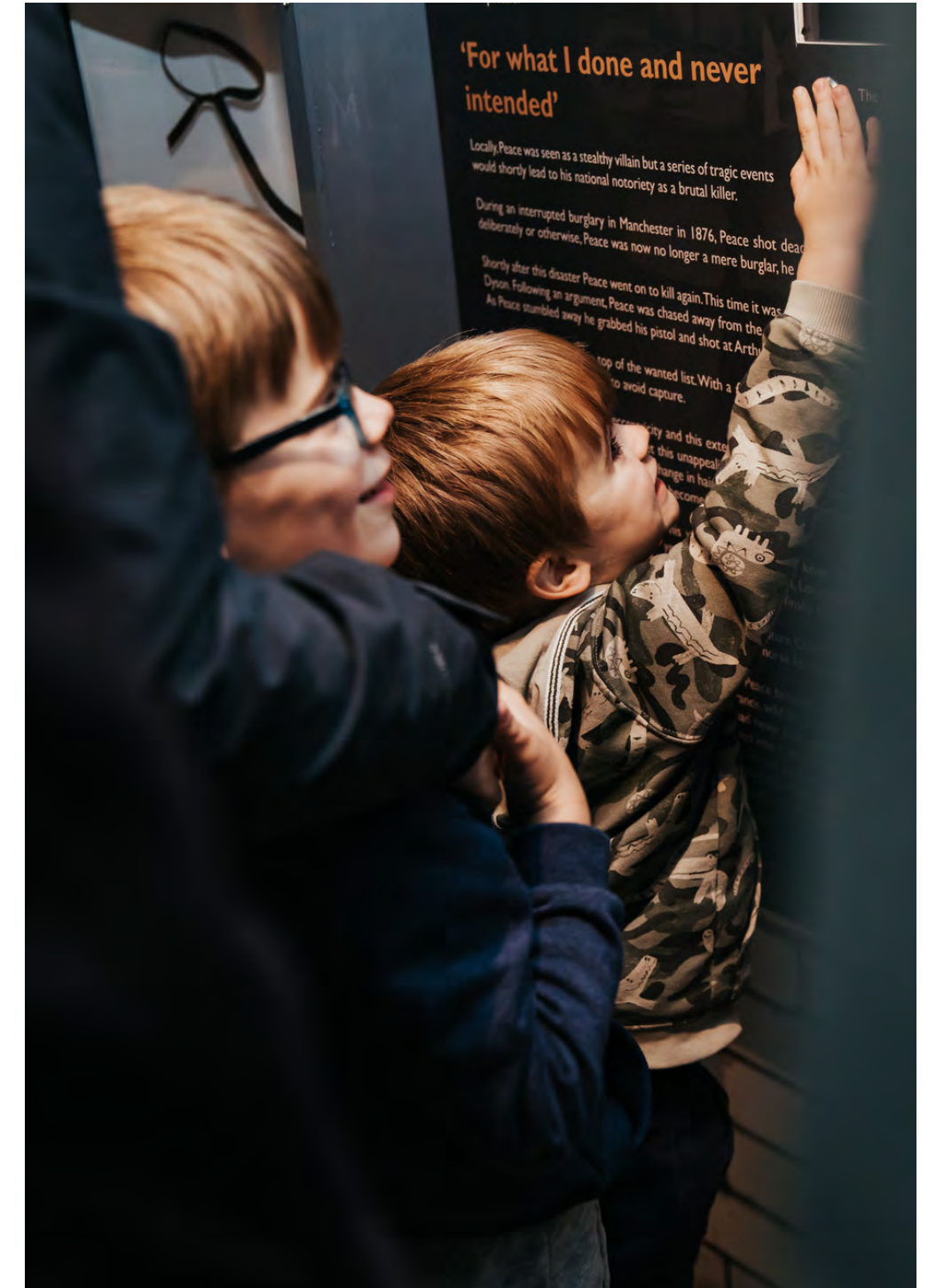
Person specification

All Trustees must have an interest in the power of museums to transform the experiences and aspirations of children, young people and families. It's also essential they can commit the time required for the role.

We are also looking for candidates who have:

- An interest in Kids in Museums' mission to improve access to museums and heritage for families, children and young people.
- An analytical approach to decision-making.
- An ability to communicate clearly and engage with a range of different stakeholders, staff and volunteers.
- A set of skills to enable them to handle challenging situations. This could include offering advice under time pressure if the charity was facing a reputational challenge. Alternatively, it could be providing support and advice on a staff disciplinary process.
- An ability to give feedback to staff, volunteers and other Trustees kindly and constructively.
- A strong commitment to equality, diversity and inclusion.
- A willingness to participate in the charity's income generation work. This could include representing Kids in Museums at networking events, making introductions to potential supporters or reviewing funding applications.

If you are passionate about our mission, but don't feel confident you meet all the points on the person specification, we still encourage you to consider applying. We're keen to widen that range of people on our Board and your perspective may be one we need.



Information sessions

There will be two information sessions on Zoom for people interested in our Trustee roles.

You will be able to hear more about being a Trustee at Kids in Museums and meet current Trustees and members of the staff team. [Book your place on Cademy.](#)

- Thursday 21 March, 1– 2pm
- Wednesday 27 March, 6.30 – 7.30pm

We can also offer individual information meetings over Zoom with the Executive Director and/ or a Trustee.



How to apply

Overview

- Submit written/ film/ audio materials by email by 19 April 2024.
- We will contact those selected for interview by the end of the day on 26 April.
- Interviews will take place between 7 and 10 May 2024 on Zoom.
- Induction for new Trustees will take place between 27 May and 14 June 2024 depending on availability.
- New Trustees will join their first meeting on 14 June 2024.

Details of the process

1. Please submit a CV and supporting statement.

Your supporting statement should be no more than two sides of A4 and have two sections:

- a) How you meet the person specification.
- b) Your interest in Kids in Museums and commitment to increasing access to museums for children, young people and families.

If you would prefer to submit your application in another format, we will also accept a film or audio recording combining your CV and statement. This should be up to 15 minutes long.

When saving these documents, please include your name in the file name.

2. Please complete and submit the equal opportunities monitoring form.

We will not use this to consider your application. We will anonymise the data, store it for up to 12 months and use it for monitoring purposes. This helps us to assess our progress in making our organisation more representative.

3. Please attach these documents to a cover email.

In the email accompanying your application, please tell us about:

- details of two referees and tell us when during the application process we can contact them.
- any access needs.

Please title your covering email 'Trustee application' and send your application to Alison Bowyer, Executive Director: alison@kidsinmuseums.org.uk

The closing date for applications is 5pm on Friday 19 April 2024.



Accessibility

Being a Trustee is a voluntary role. However, we can pay expenses to enable you to attend in-person meetings and events and to cover any access costs.

We can provide the role description as a large print document or an audio file. If you require the document in these formats, please email: alison@kidsinmuseums.org.uk. If you require a format that is not listed, please contact us and we will try to meet your request.

If you require any adjustments to attend an interview on Zoom, please include this information in your cover email. We will talk to you about how best to meet these requirements if we invite you to an interview.

If you require any other support to take up a Trustee role, please get in touch.

Interviews

Interviews will take place between 7 and 10 May 2024 on Zoom.

The interview panel will comprise two Trustees and a Young Trustee or Youth Panel member. We will notify successful candidates who we select for interview by email by the end of the day on 26 April 2024. We will supply interview questions to candidates in advance of the interview.

Please note, if you have not heard from us by this date, you should assume that your application has been unsuccessful. Kids in Museums is a small organisation and cannot provide feedback to unsuccessful candidates before an interview. All candidates we interview will receive written feedback.



Enquiries

If you have any queries about the role, please contact Alison Bowyer, Executive Director by phone 07709 010273 or email: alison@kidsinmuseums.org.uk

Data protection

Kids in Museums will use the information provided in your CV and covering statement for the purposes of considering your suitability for the Trustee role. As stated above, your Equal opportunities monitoring form will be detached from your application and the data it contains will be anonymised and only be used for monitoring purposes. All documents will be stored securely. Documents from unsuccessful applicants will be stored for 12 months and then destroyed. Documents from successful candidates will be stored in line with our policies for employees and volunteers.

For more information see our [Privacy Policy](#).



