

THE STORY MUSEUM

**Trustee
Recruitment
Pack**

June 2026



'Some people have inspired whole countries to great deeds, because of the power of their vision'

Terry Pratchett

'Men at Arms'

Thank you for your interest in becoming a trustee of The Story Museum.

The Story Museum is a truly special place in the heart of Oxford, with a powerful mission: to transform lives through the power of stories. In a relatively short period of time, we have already welcomed more than 420,000 visitors since opening our doors in 2021, inspiring children, families, schools and communities through imagination, creativity and shared experiences.

As we look to the future, we are ambitious about what comes next. We want to broaden our reach, deepen our impact and continue developing our spaces and programmes to create an even more compelling and inclusive experience for an increasingly diverse audience.

Serving on the Board of The Story Museum is both rewarding and inspiring. I have greatly enjoyed being part of the organisation's journey so far and hope you will consider joining us as we begin the next chapter of our story.

- John Palmer, Chair, The Story Museum

I was delighted to be appointed as Museum Director/CEO joining from the British Library in 2025. I knew the Story Museum for its reputation both as a magical museum but also for the quality of its community engagement and successful schools programme. Having put a new strategy in place we are now developing some exciting plans for the future, starting with a redevelopment of our early years gallery offer.

We have a very supportive trustee group and these new roles will further enhance the range of skills we need to deliver our future plans. Do get in touch with me if you would like to discuss in more detail.

- Conrad Bodman, Museum Director & CEO, The Story Museum

Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

We look forward to receiving your application.

'What a pleasure to visit a museum which so clearly values stories, openness, kindness and inclusivity.'

Visitor review on Google, March 2026

1. About The Story Museum

The Story Museum was founded as a registered charity in 2005 in response to the clear need to encourage literacy and creativity amongst children and young people of Oxfordshire.

Our vision is a world where young people can discover, shape and share great stories.

Our mission is to transform young lives by bringing stories of all kinds to life - through exhibitions, events and learning programmes, at our museum and beyond, inspiring creativity, literacy and wellbeing.

The Museum opened in its current form in May 2021. We unveiled five new Galleries with permanent and temporary exhibitions, a theatre, gorgeous learning and activity spaces and a new bookshop and café offer. We were a finalist in the Art Fund's Museum of the Year in 2022 nominated for the quality of our galleries, our visitor experience and the work we do in the community.

We have since welcomed over 420,000 visitors, mostly children and young people, to our amazing exhibitions and events. Through this interaction with stories and storytellers, visitors of all ages nurture their literacy, creativity and wellbeing. Audience and participant response to the Museum and our work is overwhelmingly positive; people really enjoy what we offer - in their words, The Story Museum is fun, engaging and creative!

In line with our aims and our ethos, our values are:

- **Always learning & growing**
- **Being seriously playful**
- **Being brave & resourceful**
- **Offering a warm welcome & satisfied goodbye**
- **Stories for Everyone**

Like many arts and heritage venues, The Story Museum is working hard to adapt to the tough economic climate and changing visitor expectations. The quality of our offer and strength of our team puts us in a good position to respond to these challenges.

Our new strategy sets out a series of priorities for the next three years, centred on the capital renewal beginning with the renewal of our early year's gallery, Small Worlds, and our café offer. Alongside this, we will strengthen our financial resilience by growing reserves through a major fundraising campaign, while developing new partnerships to expand the impact of our exhibitions, events, and learning programmes both on-site and in the community. These ambitions are underpinned by a renewed focus on environmental sustainability, diversity and inclusion, and audience development.

Links to find out more:

- Our website: www.storymuseum.org.uk
- What's On digital brochure April to July 2026: <https://bit.ly/48TjZKe>
- Our resource for educators, parents and story explorers: <https://1001stories.co.uk/>
- Annual report and accounts: <https://www.storymuseum.org.uk/about-us/what-we-do>
- A film about our Learning Programme: <https://bit.ly/4uLE2m9>
- A film about our work tackling inequalities through stories: <https://bit.ly/4uLDQDr>





2. Background to Trustee posts available

We are looking for three individuals to join The Story Museum's Board of Trustees due to existing long-serving (and brilliant!) Trustees coming to the end of their terms. The Story Museum is therefore actively seeking new Trustees who bring the specific and required skill-sets and experiences. These are:

1. Legal (Appendix 1)
2. Fundraising (Appendix 2)
3. Education (Appendix 3)

The Story Museum is committed to increasing the diversity of our creative programme, workforce and audiences to ensure the highest quality and impact of our work. As part of this commitment, we particularly welcome applications from people currently under-represented at our organisation and the wider sector. This includes people from the Global Majority, specifically the African diaspora, South, East and Southeast Asian diaspora; people with disabilities including neurodivergence; people from the LGBTQIA+ community; and those from socio-economically disadvantaged backgrounds. Our recruitment process is designed to offer fair access to employment at the Museum and uses all permissible measures outlined in the Equality Act 2010 to increase the diversity of our workforce.

Our Museum is fully wheelchair accessible and we can offer remote attendance at meetings if needed.



3. Governance structure & function

Purpose of the Board

The Purpose of the Board is to guide the The Story Museum's Senior Management Team (SMT) in the delivery of their strategic vision in accordance with the charitable objectives. The Board also ensures that TSM fulfils its fiduciary and statutory duties in accordance with its registered charitable status and own governance.

We also hope that the experience of being a Trustee at TSM is an enriching and fun one! Each meeting includes a range of presentations and discussions across the creative programme, social impact and organisational aspects of TSM, alongside the necessary financial, governance and risk-focused discussions. We encourage Trustees to develop supportive relationships with the senior team so that they can 'see under the bonnet' of the organisation, thereby better understanding how it works and how they can add value.



Structure

The Story Museum is run by Museum Director & CEO Conrad Bodman, supported by a Deputy Director and experienced SMT. They are advised by a Board of Trustees, chaired by John Palmer. The Board meets on a quarterly basis and has two sub-committees who meet more regularly including Finance & Estates and a Resources Committee; there are also task-focused groups engaged with specific strategic projects such as the Diversity and Inclusion Action Group, Audience and Innovation Group and the Sustainability Action Group.

Membership

In order to ensure effective governance and support for the Executive team, we seek to balance the range of skills and experience amongst the Trustees to match the strategic priorities of the organisation. A skills audit is carried out every 3 years and priorities set for upcoming appointments.

Appointments & Terms

Trustee appointments are made by the Chair following a due and transparent process, which includes assessment against stated essential criteria and a panel interview. Trustees are appointed to an initial 3 year term, renewable for a 2nd term of 3 years (by mutual agreement). A 3rd term is an exception.

Trustee roles are offered on a voluntary unpaid basis, however TSM will reimburse any out-of-pocket expenses incurred in order to carry out Trustee duties, including travel expenses to attend meetings or childcare or care of other dependants while attending meetings. We also cover access costs for Trustees who need additional support in order to take up the role.

Time Commitment

The Board and its subcommittees usually meet four times per year for 1 to 2 hours. We aim to stick to regular meeting days and times and schedule at least a year in advance to help with diary planning. Board and Committee meetings are held at The Story Museum, 42 Pembroke Street, Oxford, OX1 1BP. It is possible on occasion or for reasons of accessibility to attend meetings remotely. Trustees are required to read Board papers in advance of each meeting, including creative, operational, financial and strategic reports.

'The Story Museum in Oxford aims to inspire young minds with the power of storytelling, bringing tales to life'

The Telegraph,
November 2025

'Being a trustee of the Story Museum is a magical experience and working with a highly committed and creative team is inspirational.'

Shirin Chandy-Welham, Trustee

Additional assistance is welcomed by the Executive to support aspects of daily business where Board input adds value such as staff interview panels, specialist advice and mentoring for staff members.

Total time commitment therefore varies from 6 to 12 days per year depending on how many responsibilities the Trustee takes on.

On-boarding & ongoing development

The Story Museum aims to ensure that our volunteer Trustees are enabled to contribute in the most effective and enjoyable way during their terms of service.

This includes:

1. On-boarding and induction process including briefing and observations.
2. Newly appointed Trustees are allocated a Trustee 'buddy' to support their learning and engagement
3. Aligning Trustees' particular interests to Committees and Action Groups
4. Regular briefings on key areas of Board responsibility including Safeguarding
5. Invitations to TSM events and occasional updates
6. Opportunities to attend voluntary sector networking and events
7. 1-2-1s with the Chair annually.



4. Application process & appointments

There is a four step-process to apply to be a Trustee at The Story Museum. This will enable you to gain a very clear understanding of the organisation and Trustee commitments and will enable both you and us to develop a fair view of fit. It also aims to be flexible and to avoid unintentional barriers for candidates. Applications will be treated in strict confidence up to Step 4.

If you have any questions about the application process or the Trustee role, please send an email to Conrad Bodman, via recruitment@storymuseum.org.uk Full discretion is assured.

1. To register your interest in one of the available Trustee positions please submit a CV and a brief written statement (not more than two sides of A4) or a filmed message (not more than five minutes). Please outline which Trustee position you are interested in applying for and your suitability against the essential criteria. Due to the Board's stated aim around increasing diversity and representation, you are invited to confirm whether you identify with any of the named priority groups. Please send the written or filmed statement and CV to the Chair, John Palmer: chair@storymuseum.org.uk . These applications will be assessed by a panel including the Chair and the CEO.
2. For candidates shortlisted to progress further, an initial phone or Teams conversation will be arranged with a member of the Resources Committee to allow the candidate and TSM to explore the potential fit. If candidates are not shortlisted at this point, feedback will be provided.
3. If both sides wish to pursue the application further, then the candidate will be invited to visit TSM to meet with the Chair and another Trustee. For candidates progressing beyond step three, two named referees will be requested as well as equal opportunities monitoring data.
4. Finally, candidates will be invited to observe a Board meeting to confirm whether they wish to join. Appointments will be ratified at the subsequent AGM

Your application and any associated personal information will be stored and processed in accordance with our Data Protection (<https://www.storymuseum.org.uk/privacy-policy>). The anonymous Equal Opportunities data will be aggregated for monitoring purposes. If you are successfully appointed to the Board, your personal details will be kept in line with GDPR.

By Thursday
23rd July

Through
July/August

Through
September

Thursday 22nd
October 2026 or
Thursday 21
January 2027

Appendix 1

Role & Person Specification: Trustee (Legal)

KEY RESPONSIBILITIES

- Fulfil the duties as set out in the terms of reference.
- Join a sub-committee where they align to their area of expertise and interest.
- Act as the lead for legal matters by contributing specialist insight to Board discussions and decision-making .
- Support the CEO and Chair to:
 - Ensure long-term financial sustainability is met and is in line with the legal requirements.
 - Keep the Board informed of relevant developments in legal compliance and best practice as determined by the Charity Commission.

PERSON SPECIFICATION

The following skills, experience and qualities are essential:

- A strong legal generalist background and understanding and access to knowledge of a broad range to legal fields relevant to the operation and focus of The Story Museum including intellectual property, licencing and charity law.
- The ability to bring legal expertise to the Board around a range of issues that affect The Story Museum as it develops, such as setting up an endowment fund or contracting capital works.
- An ability to communicate a legal perspective in a clear and practical manner to the Board, to support decision making.
- The ability to support good governance, helping the organisation to operate transparently.
- A synergy with the aims and values of The Story Museum.
- A demonstrable commitment to inclusion and diversity.

Desirable skills, experience and qualities include:

- Experience of serving on the board or committee of a charity, community or school.
- Familiarity with mixed income models or charity finance.

Appendix 2

Role & Person Specification: Trustee (Fundraising & Philanthropy)

KEY RESPONSIBILITIES

- Fulfil the duties as set out in the terms of reference.
- Act as the Board's lead for fundraising & philanthropy, contributing specialist insight to Board discussions and decision-making.
- Contribute a fundraising perspective to the development, review, and implementation of organisational policies and procedures.
- Keep the Board informed of relevant developments in fundraising regulation, compliance and best practice.
- Support the CEO and Head of Development to:
 - Identify new funding opportunities, in particular to support the diversification of voluntary income at the Museum
 - Deliver exceptional donor care by providing strategic input on stewardship at the Museum
 - Comply with Charity Commission guidance, statutory obligations, and ethical standards, maintaining transparency and accountability
 - Form a Development Committee to support major campaigns at the Museum.

PERSON SPECIFICATION

The following skills, experience and qualities are essential:

- Professional experience relevant to fundraising and income generation for a charity, community organisation or education setting.
- A knowledge of funders in the sectors of community, education and the well being of young children.
- A sound understanding of compliance with Charity Commission guidance, statutory obligations, and good governance practice and the ability to relate these to the work of The Story Museum.
- Strong relationship building, communication, and negotiation skills.
- Experience of developing effective partnerships or working with a range of stakeholders.
- A synergy with the aims and values of The Story Museum.
- A demonstrable commitment to inclusion and diversity.

Desirable skills, experience and qualities include:

- Experience of serving on the Board or committee of a charity, community or school.
- Experience working within the cultural or heritage sectors and familiarity with the Arts Council.
- Familiarity with mixed income models or charity finance.
- Experience of delivering successful charity fundraising campaigns.
- A portfolio of contacts with prospective funders including Individuals, Trusts and Foundations and Corporates.

Appendix 3

Role & Person Specification: Trustee (Education)

KEY RESPONSIBILITIES

- Fulfil the duties as set out in the terms of reference.
- Join a sub-committee where they align to their area of expertise and interest.
- Support the CEO and Head of Learning to:
 - Help the learning team develop high quality and effective learning programmes for children, young people and teachers, in-line with the Government's Every Child Achieving & Thriving framework (2025).
 - Advise on how to build our profile amongst schools, teaching networks and school leadership professionals, regionally and nationally.
 - Offer support in expanding the reach of The Story Museum's paid and free-to-access offer for schools and other learning institutions.
 - Respond to new education policy and strategy and national education initiatives
 - Connect with relevant regional and national education professionals who could add value to our programme development.
 - Ensure best safeguarding practice in collaboration and consultation with relevant other safeguarding expertise on the Board & staff team.
 - Support the development of effective impact measurement for our learning offer.
 - Support the long term financial sustainability and resilience of our creative educational programmes to maximise earnings potential of the paid-for offer to schools on-site and on-line.

PERSON SPECIFICATION

The following skills, experience and qualities are essential:

- A proven leadership background in Multi-Academy Trusts, Academies or deep strategic expertise in the Education sector (Early Years to Key stage 3)
- Understanding of key Government Education policies, and ability to relate these to the work of The Story Museum.
- Evident leadership qualities: strategic thinker, clear and persuasive communicator and effective networker across the Education sector.
- A synergy with the aims and values of The Story Museum.
- A demonstrable commitment to inclusion and diversity.

Desirable skills, experience and qualities include:

- Experience of serving on the board or committee of a charity or school.
- Familiarity with mixed income models or charity finance
- An understanding of the local education landscape within Oxfordshire.