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**Application Pack**

Associate Trustees

Sheffield Museums Trust

1. **About Sheffield Museums Trust**

Sheffield Museums is the independent charity that runs six of the city’s leading museums and heritage sites; Abbeydale Industrial Hamlet, Graves Gallery, Kelham Island Museum, Millennium Gallery, Shepherd Wheel and Weston Park Museum.

We believe that the museums and collections we care for belong to everyone and we know that connecting with them can enrich life in Sheffield. Our vision is to create inspiring experiences for everyone.

We want to make the city’s museums welcoming, outward-looking and connected to the communities around them. We know that people encounter many barriers that make connecting with their museums and collections difficult. We are committed to working collaboratively to make long-lasting changes so more people can use the museums to learn and reflect, and to find joy and inspiration.

Sheffield Museums is committed to becoming an anti-racist organisation and embedding equity, diversity and inclusion across all aspects of the organisation from the collections and programming to policies, procedures and workforce development. Find out more about our commitment here, <https://www.sheffieldmuseums.org.uk/about-us/how-we-work/museums-for-everyone/>

1. **The roles and responsibilities of being an Associate Trustee**

The Associate Trustee role is a developmental role for those interested in building their knowledge and experience in the sector. As an Associate Trustee you’ll take part in a 12-month programme that introduces the museums and the principles of governance. The time commitment will be pre-agreed and will average 4 hours a month.

Over the 12 months, you will work with our Trustees and the museums leadership team to build your knowledge and experience. At the end of the 12 months, you will be invited to share your learning with the Board and explore future opportunities. Our aim is that you will be equipped to take on a Trustee role whether that is with us or with another charity.

We are looking for people who have a passion for the work of the museums and who share our commitment to equity, diversity and inclusion and we particularly welcome applications from people who are underrepresented at a leadership level within the cultural sector.

1. **Person Specification**

Collectively, the board of Trustees needs skills and experience in a wide range of areas including business planning, charity finance, income generation and commercial enterprise; local government and arms-length bodies, museums and culture, learning and community engagement, communications and digital strategy.

Associate Trustees will demonstrate:

* A passion for museums and an understanding of their purpose and value in supporting the well-being of the city and its people
* The ability to act as an advocate for our work
* A connection to Sheffield and South Yorkshire
* A commitment to a 12-month development programme including attending pre-agreed Board meetings and Committees, working with a Mentor and developing their knowledge and skills in governance

1. **Terms**

The Associate Trustee role is entirely voluntary; we can refund expenses to cover travel. The time commitment will vary but will average about four hours a month. This includes 4 board meetings, 4 committee meetings and an annual away day. Approximately 30% of meetings are held online. As part of the role you will meet the team, visit the sites and find out more about our work and take part in training and development.

Associate Trustees develop their understanding of Sheffield Museums’ governance and maintain regular contact with the executive team and a Trustee mentor throughout the 12-month period.

1. **How to apply**

If you would value an informal chat with one of our Trustees or the Chief Executive please contact Heather Gibb, Administration Officer – Board & Fundraising at [heather.gibb@sheffieldmuseums.org.uk](mailto:heather.gibb@sheffieldmuseums.org.uk)

If you decide to apply, please email Heather Gibb at [heather.gibb@sheffieldmuseums.org.uk](mailto:heather.gibb@sheffieldmuseums.org.uk) with the following information:

* A brief expression of interest (maximum 300 words) that summarises why you are interested in becoming a Trustee and your related experience.
* A completed equal opportunity monitoring form. This information will be treated in the strictest confidence and used for monitoring purposes only.

Your expression of interest should be submitted by 9am on Monday 18th March 2024.

Shortlisted candidates will be invited to an informal interview in the centre of Sheffield on 16th April 2024. Please advise if this date is unsuitable in your application.

**Thank you.**