



## SIR JOHN SOANE'S MUSEUM LONDON

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REG CHARITY NO: 313609

### **Vacancy information - Trustee**

In 1833 Soane negotiated an Act of Parliament to settle and preserve his house and collection for the benefit of 'amateurs and students' in architecture, painting and sculpture. On his death in 1837 the Act came into force, vesting the Museum in a board of Trustees who were to continue to uphold Soane's own aims and objectives.

As stipulated in the 1833 Act, our Board of Trustees was originally made up of four Life Trustees and five Representative Trustees from organisations with which Sir John Soane had strong ties. Today, a maximum of another eight Trustees are appointed through open recruitment.

Sir John Soane's Museum is a national museum under the Department for Digital, Culture, Media, and Sport. It is a registered charity with a trading subsidiary *Soane Museum Enterprises* and works closely with the independent charity *Sir John Soane's Museum Trust*.

### **TRUSTEE ROLE DESCRIPTION**

#### **Corporate responsibilities**

The Trustees have corporate responsibility for ensuring that Sir John Soane's Museum complies with any statutory or administrative requirements for the use of public funds.

Other important corporate responsibilities of Board members include:

- ensuring that high standards of corporate governance are observed at all times;
- establishing the overall strategic direction of the Museum within the policy and resources framework agreed with the responsible Minister;
- ensuring that the Board operates within the limits of its statutory authority and any delegated authority agreed with its sponsor department (DCMS), and in accordance with any other conditions relating to the use of public funds;

- ensuring that, in reaching decisions, the Board takes into account statutory requirements and any guidance issued by the DCMS or the Charity Commission;
- formulating a strategy for implementing the *Code of Practice on Access to Government Information*, including prompt responses to public requests for information, and meeting other requirements for openness and responsiveness as set out in part J of *Non-Departmental Public Bodies: A Guide for Departments*
- ensuring that the Board has specific responsibility for sustainable development and operates within the framework of the Sustainable Development Strategy, following the priorities set by the Green Minister at DCMS;
- ensuring that the Board manages the Museum’s buildings sustainably in line with the Government’s Framework for Sustainable Development.

In addition, a key strategic responsibility of the Board is to have oversight of the production of the Strategic Plan, using this as an opportunity to agree the policy and resources framework within which the Museum will work and for determining its key strategic objectives and targets.

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## **Aims and Objectives**

The aims of the Trustees today embody Soane’s general aims as defined in the 1833 Act and in the 1969 *Order* which superseded it.

The principal aim of the Trustees is to maintain the integrity of Soane’s vision for the Museum while extending this vision, where appropriate, so that the Museum can play an increasing role in educational and recreational life in this country and beyond.

The Trustees’ main objectives are as follows:

1. To maintain and improve the conservation and maintenance of our Grade I listed buildings and works of art so that they will be accessible to present and future generations.

Soane’s 1833 Act requires that his house and museum should be kept ‘as nearly as circumstances will admit’ as it was at the time of his death in January 1837. The Trustees’ strategy is to maintain the historic fabric of the three Grade I Soane houses, Nos 12, 13 and 14 Lincoln’s Inn Fields, and, when possible, to restore objects and interiors in No. 13 to their Soane arrangement and appearance.

2. To allow the public free access to the Museum;

3. To encourage the public to appreciate and explore all aspects of the Museum and its manifold collections, and of Sir John Soane, his life and works, whether as visitors or at a distance;

4. To inspire curiosity and creativity by means of an imaginative programme of events so that the Soane remains a 'living' museum;
5. To provide opportunities for education in its broadest sense in all aspects of architecture and the history of art, doing honour to Soane's intention to develop his House and Museum as 'an Academy for the Study of Architecture';
6. To ensure that the Museum's staff, administration and finances are effectively managed.

In addition to these statutory duties, the Trustees' play a central role in devising corporate strategies and priorities.

The Museum's Director is also its Accounting Officer and, along with the Senior Management Team (SMT), is responsible for the day to day running of the Museum.

### **Time Commitment**

Trustees are expected to spend an average of 1 day per month on Soane Museum business. This will vary according to the Trustees annual work plan or in response to any urgent issues that may arise.

Trustees are expected to attend a minimum of four full Board meetings per year as well as subcommittees as required. They must also devote additional time to study papers and attend events at the Museum.

Trustees are appointed for a term of 5 years. Trusteeships may be renewed; renewal is not automatic. Trustees will normally serve a maximum of two terms (e.g. 10 years).

All Trustees are volunteers.

### **Remuneration**

The post is not salaried but reasonable expenses are paid.

### **Person Specification**

Trustees are required to bring their own experience and skills to support the work of the Museum and key areas of expertise on the Board are:

- curatorial experience / expert scholarship in a relevant area
- experience of Museum leadership
- significant business experience (in private or public sectors)
- finance
- fundraising and high-level access to potential financial supporters
- strategic planning

In addition, Trustees must demonstrate:

- An understanding of and commitment to the objectives and work of the Museum;
- The ability to work constructively with other Trustees and senior management of the Museum;
- Excellent communication and representational skills and a willingness to act as ambassadors and advocates for the Museum;
- A willingness to support the fundraising/development initiatives of the Museum;
- A willingness to participate in the life of the Museum by attending patrons and other events from time to time.

### **Selection Process**

To apply, please send a cv together with a statement of no more than 200 words summarising your interest and qualifications for the role to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk).

The deadline for applications is 10 October 2022 at 10 am.

Shortlisted candidates will be interviewed by the Chair of Trustees and other representatives of the Board.