We are looking for a new Chair of Trustees to provide inspiring, inclusive and collaborative leadership for East End Women’s Museum and our Board of Trustees.
WE ARE LOOKING FOR A NEW CHAIR OF TRUSTEES TO PROVIDE INSPIRING, INCLUSIVE AND COLLABORATIVE LEADERSHIP FOR EAST END WOMEN’S MUSEUM AND OUR BOARD OF TRUSTEES
About us
We are England’s first women’s museum. Our story began in 2015 as a positive protest against a proposed ‘Jack the Ripper’ museum. Since then we have operated as a ‘pop-up’ museum, collaborating with community and cultural partners around East London to research and share women’s stories. Our exhibitions, events and digital content have reached more than 20,000 people in person and many more online.

In 2018 we began working to develop a permanent base for East End Women’s Museum at a site in Barking and Dagenham; we put all our efforts behind it but were unable to proceed with the project. Now we are at an exciting point in our story, developing a new programme of activity to celebrate women’s stories in East London while planning for a sustainable future for our work. Our Board of Trustees will lead this effort, working with our newly-appointed Museum Development Lead, Asma Istwani.

We are a registered charity (number 1188775), governed by a Board of Trustees. Our work is guided by our vision, mission and values.

Vision
By making women’s histories visible we create a better world. Their stories affect us, inspire us, and show us that we, too, are unstoppable.

Mission
To increase representation of East London women past and present. To champion women’s contributions, inspire audiences, foster community, and promote equality — and to be a catalyst for others to do the same. Through research, programmes and partnerships, we tell local stories with global resonance, enabling the diverse voices of East End women to reverberate across time and space.
Values
We are inclusive, brave, collective, empathetic and accountable.

Inclusive - we spotlight the stories of all women, particularly those underrepresented in historical narratives (including women of Global Majority heritage; disabled women; queer, lesbian, bi and trans women; working-class women; older women; migrant and refugee women; and women working in the sex industry). We meet audiences where they are, breaking down barriers to access and working alongside communities in relevant ways.

Brave - we work with courage and imagination, following in the footsteps of the fearless and creative women before us. We’re unafraid to take risks, innovate, and lead from the front. We’re ambitious beyond our modest size; we make a real difference locally and reach audiences nationally and internationally.

Collective - this is a people-powered organisation, in which we know none of us is as strong or smart as all of us. We work together - staff, volunteers, audiences and partners - recognising the expertise and effort of all. With a generosity of spirit, we share what we have and what we’ve learnt. We reject the traditional, patriarchal approach to history which considers ‘great men’ above all. Instead we look to value subtle, domestic and shared contributions of women to history.

Empathetic - from our staff teams to our visitor interactions to the stories we tell, we are sensitive to people’s different - sometimes difficult - circumstances and are compassionate in our approach. We create evocative, heart-led experiences enabling audiences to better understand and ‘feel’ others' perspectives.

Accountable - we are accountable to our community, seeking and being responsive to regular feedback. We’re honest and transparent with ourselves and between colleagues, partners and audiences. We’re reflective and open to change. We ‘move at the speed of trust’, working hard and intentionally to build and sustain it.
What we’re looking for

Each of our trustees brings expertise from different sectors that is vital to our small organisation. They support and work closely with Asma Istwani, our Museum Development Lead.

As our committed and long-serving Chair of Trustees, Alex Runswick, reaches the end of her term, we are looking for a successor who will provide inspiring, inclusive and collaborative leadership for the Museum and our Board of Trustees.

Our Chair of Trustees commits approximately 8-16 hours per month to their role. They develop an agenda for, and chair, one monthly meeting (up to two hours, held online), review documentation and support with a range of tasks according to their skills. They manage the Museum Development Lead, working with them to ensure that we follow a clear vision, mission and strategic direction. They ensure that our Board of Trustees fulfils its duties and responsibilities for the proper governance of the charity.

Trustees are appointed for a renewable term of 3 years. Please note that this is a non-executive voluntary role and therefore unremunerated. We do not anticipate that trustees will incur expenses in the fulfilment of their duties, however we can offer reimbursement of any reasonable out of pocket expenses that are incurred.

By joining our Board of Trustees you will be part of a supportive team of people who are passionate about women’s history and redefining what a museum can be for people in the East End and beyond. You will be part of a growing charity and have opportunities to develop your experience of governance and broaden your CV.

We are a museum for everyone and we want our team to represent a wide range of perspectives and experiences. We welcome applications from anyone passionate about women’s histories and particularly people with perspectives underrepresented on the boards of museums, who include people of Global Majority heritage, LGBTQIA+ people and D/deaf and disabled people.

Find out more about the role of trustees.
## Role Description

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<thead>
<tr>
<th>Role</th>
<th>Chair of Trustees</th>
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<tbody>
<tr>
<td>Responsible to</td>
<td>Board of Trustees</td>
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<tr>
<td>Responsible for</td>
<td>Line management of Museum Development Lead</td>
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<td>Start date</td>
<td>March-April 2024, with a handover period with the current Chair</td>
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<tr>
<td>Term</td>
<td>Three years, potentially renewable for a second term of three years subject to a performance and suitability review</td>
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<td>Location</td>
<td>Remote and East London</td>
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<td></td>
<td>Monthly board meetings are held online</td>
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<td></td>
<td>Occasional attendance at in-person Museum events and away days in East London will be required</td>
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<tr>
<td>Time commitment</td>
<td>8-16 hours per month</td>
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<td>Chairing of 12 Board Meetings per year (online, up to two hours)</td>
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<td></td>
<td>Monthly meetings with the Museum Development Lead, or more as necessary</td>
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<td></td>
<td>Participation in events and trustee recruitment as required</td>
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<tr>
<td>Remuneration</td>
<td>Unpaid</td>
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<tr>
<td></td>
<td>The role of Chair is voluntary and not remunerated, however any reasonable out of pocket expenses may be claimed in certain circumstances, in line with Charity Commission guidance</td>
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Responsibilities
The Chair of Trustees leads East End Women’s Museum’s Board of Trustees. They line manage the Museum Development Lead, working in partnership with them to guide the strategic development of the Charity.

Strategy and planning
- Ensure that the board works closely with the Museum Development Lead to devise appropriate plans in line with the objects in its Constitution, and ensure effective implementation, recording and monitoring is in place.
- Work with the Treasurer and Museum Development Lead to scrutinise budgets and ensure effective cashflow and reserves management, and financial resilience.
- Ensure that the Board regularly reviews major risks and opportunities so that risk is mitigated and opportunities are acted upon.
- Encourage positive change and proportionate risk-taking where appropriate.
- Provide day-to-day leadership and support, and be available to support and guide the Charity through unexpected changes and/or periods of crisis.

Leadership of the Board
- Provide effective leadership, direction, and governance of the Board of Trustees, enabling them to fulfil their responsibilities for the governance and strategic development of the Charity.
- Ensure that the performance of the Board as a group and individual Trustees is reviewed routinely with appropriate frequency, that skills audits and other established or emerging good practices are undertaken and maintained.
- Build an inclusive, cohesive, and collaborative board culture ensuring clarity of purpose, accountability and effectiveness, and support all Trustees in maximising their contribution and making good use of individual skills, experience and contacts.
- Ensure Board rotation and maintain the balance of skills, knowledge and experience needed to govern and lead the Charity.
Board meetings

- Plan, chair and facilitate Board meetings efficiently and collaboratively, ensuring that meetings are action-driven.
- Ensure that decisions taken at Board Meetings are properly recorded and implemented.
- Lead on setting up appropriate sub-committees and appointing chairs. Monitor sub-committee performance.
- Ensure that professional standards are maintained within all Board Meetings and processes and that the Charity’s values are upheld in all the decisions and decision-making processes of the Board.

Governance

- Work with Trustees and the Museum Development Lead to further the growth and successful achievement of East End Women’s Museum’s charitable objectives.
- Ensure the Board of Trustees fulfils its statutory and professional responsibilities for the governance of the Charity, and that East End Women’s Museum acts in accordance with its governing document, regulatory, Charity Commission and financial reporting requirements.
- Review and ensure that the governance of the Charity is compliant and suitable for its needs.

Support for the Museum Development Lead

- Review and appraise the performance of the Museum Development Lead regularly, as well as providing ongoing support and being a “sounding board”.
- Conduct an annual appraisal and remuneration review for the Museum Development Lead in consultation with other Trustees.
- Ensure that the Museum Development Lead has the opportunity for professional development and has appropriate professional support.
Advocacy

- Advocate for East End Women’s Museum externally, helping to establish and strengthen opportunities.
- Make the most of relevant professional and/or personal networks across the arts, culture and heritage sectors, to advance the interests of the Charity.
- Represent East End Women’s Museum at key events and act as a spokesperson for the Charity when appropriate.

These tasks are indicative only and not exhaustive. The Chair of Trustees will be expected to perform reasonable additional duties from time to time.

Person specification

The Chair of Trustees will be passionate about the mission of East End Women’s Museum, committed to the visibility of women’s histories and knowledgeable about the charity and/or arts, culture and heritage sectors.

Essential

- Commitment to the Charity’s mission and values and the ability and willingness to devote the necessary time to fulfil the role.
- Understanding and acceptance of the legal duties of Trusteeship and charity governance.
- Thorough understanding of, and commitment to, high standards of charitable practice.
- Previous experience as a Trustee.
- Experience of working (in any capacity) and building relationships in the charity and/or arts, culture and heritage sectors.
- Experience in providing leadership at strategic level, collaborating with a range of stakeholders.
- Experience of line-managing senior level staff.
- Strategic and forward-looking vision.
- Integrity and an ability to exercise fair judgement.

- Ability to think creatively in the context of East End Women’s Museum, with an openness to new ways of delivering arts, culture and heritage provision.
● Ability to support, challenge and act as a sounding board to the Museum Development Lead.
● Strong interpersonal and diplomatic skills.
● Strong public speaking and advocacy skills.
● Understanding of the causes and effects of underrepresentation of women’s stories in public arts, culture and heritage provision.
● Confidence and willingness to represent East End Women’s Museum at events, workshops, and meetings in an ambassadorial capacity.

Desirable

● Experience as a leading trustee / Chair of the Board in a charity.
● Experience of charity finance, charitable best practice and operating within the Charities act.
● Connections to networks that may be advantageous to East End Women’s Museum.
● Experience of and ability to manage relevant types of external stakeholder, such as local authorities and grant makers.

How to apply

To apply, please email eastendwomensmuseum@gmail.com by Monday 18 December 2023 with the subject ‘Trustee application: Chair of Trustees’ and attach:
   · Your CV
   · A personal statement telling us why you are interested in joining our Board of Trustees and how your skills and experience are relevant to the role – you can send this to us as a written document of no more than 600 words, or as an audio or video file of no more than four minutes

We would also be grateful if you could complete the equity, diversity and inclusion monitoring form at this link: https://forms.gle/yDRSLSMxiuj9taAb8. The information you provide will be anonymous, separate from your application and kept strictly confidential. You have the option to ‘prefer not to say’ for any questions you do not wish to answer. Any information you provide will help us to improve our recruitment processes.
What will happen next?
We will acknowledge receipt of your application by email. We will review all the applications we receive and write to you by 31 January 2024 to let you know the outcome of your application. Please note that we will be unable to give feedback on your application if it is not shortlisted.

If your application is shortlisted, we will invite you to attend a short informal online interview with a member of our Board of Trustees and our Museum Development Lead, Asma Istwani in February 2024.

Want to know more?
If you have any questions about joining our board or making an application, please contact us eastendwomensmuseum@gmail.com.

If you have any access requirements that need to be met to support you to make an application, participate in an interview and/or to fulfil a trustee role, please let us know either in your application or by emailing eastendwomensmuseum@gmail.com in confidence to discuss your needs.
THANK YOU SO MUCH FOR YOUR INTEREST IN JOINING OUR BOARD OF TRUSTEES

WE LOOK FORWARD TO HEARING FROM YOU!