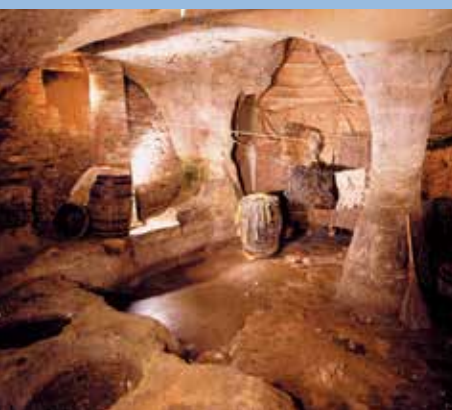




NATIONAL
JUSTICE
MUSEUM

Trustee Recruitment Pack

October
2018





**NATIONAL
JUSTICE
MUSEUM**



Last year we became the National Justice Museum under the presidency of Dame Julia Macur, the Senior Presiding Judge for England and Wales, and with the Lord Judge, our previous President, as our first Patron. We were also awarded National Portfolio Organisation status by The Arts Council for England.

The National Justice Museum is a special place. Our mission is to promote learning about the law – the role that law plays in all our lives; how it provides protection and fairness and sustains communities. Our special way of working is through our collections, our exhibitions as well as our community schools' programmes in historic court room settings in Nottingham, London and the North West. Through these we enable children, young people, and families to be inspired by their rights and responsibilities and to play an active role in society.

On any day, you can come to our Museum in Nottingham and stand in the Bow Street Dock where Sir Roger Casement was indicted after the Easter Rising in 1916 and be asked to think about whether he was a patriot or a traitor - or whether he should be remembered as neither but as 'the parent' of the modern law of business and human rights as a result of his work, in an earlier life, investigating human exploitation in the Belgian Congo. You can join one of our schools' court room workshops exploring how the law, historically, responded to the protest of the suffragettes or, how, today, it is addressing the challenge of modern slavery.

Our mission has become national and to achieve it we have an adventurous five-year plan, the first two of which we have successfully completed.

We have recently restructured our Board, have appointed a number of new posts to the senior team and have a new Chief Executive, Victoria Reeves, who has joined us from the National Trust. We are all driven by our mission to provide opportunity for all to learn about the law and our values which focus on championing heritage learning, delighting visitors and driving performance and innovation. We are committed to diversity amongst our team and in the artistic direction of the Museum, collections and educational programmes.

As we develop, both as a cultural and visitor attraction in Nottingham and as a national provider of public legal education, we are recruiting further members to join our Board as non-executives and three new Trustees have joined us recently. We are now looking particularly for new Trustees with a background and skills in museums and cultural heritage, finance and accounting and fund raising. Experience in the promotion of diversity and inclusion would be especially valued.

If you are inspired by our work and seek a challenging role as a charity Trustee, then we would be very pleased to hear from you.

Paul Bowden

Chair of the Board of Trustees, National Justice Museum



NATIONAL JUSTICE MUSEUM

ABOUT THE NATIONAL JUSTICE MUSEUM

At the National Justice Museum, we tell the story of justice through time. We help people of all ages to gain a practical understanding of the law and justice system, so they are inspired by their rights and responsibilities to play an active role in society.

We are a leader in public legal education and an independent museum. Our education programmes are delivered in our historic courtrooms in Nottingham, the Royal Courts of Justice and the Rolls Building in London and in active courts in the North West.

Based in Nottingham's former Shire Hall and County Gaol, the Grade II* listed building features a Victorian criminal and civil courtroom, an Edwardian police station and exhibitions which explore the fascinating history of justice through time. The Museum houses collections of over 40,000 objects that cover the British Criminal Justice System.

The City of Caves is also part of the National Justice Museum and explores stories of social justice within Nottingham's largest historic sandstone caves and the country's only underground medieval tannery. We are a multi-award winning museum and growing in national stature. In 2018 we have become an Arts Council National Portfolio Organisation (NPO), with a specific remit to diversify our workforce and programmes, and use storytelling to explore historic and contemporary justice.

OUR PURPOSE

To establish centres of excellence where children, young people and families, can gain a practical understanding of the law and justice system and its related history, so that they can be inspired by their rights and responsibilities, to play an active role in society.

OUR VISION

Provide opportunity for all to learn about the law.

OUR VALUES

Our values are to:

- Delight visitors
- Champion heritage learning
- Drive performance and innovation
- Work as a team
- Build pride and passion
- Protect and enhance our reputation
- Promote diversity and inclusion



OUR AIMS

Our aims are to:

- Create and firmly establish an overarching brand for the Museum which communicates successfully to all our stakeholders our combined educational and museum / heritage assets and activities in a holistic and compelling way
- Continue to expand the Museum's 'curriculum' beyond its core of criminal justice to address other legal issues current and relevant to the development of children, young people and families' social responsibility
- Build partnerships and alliances to support the delivery of the organisation's activity plan
- Develop existing and identify new sources of funding and resources to support the Museum's activities, in line with its strategic purpose
- Maintain an exceptional reputation for delivering a unique cultural and public legal educational and heritage service to children, young people and families nationally

WHAT DIFFERENCE WILL THIS MAKE TO THE NATIONAL JUSTICE MUSEUM?

- Through experiential learning, we will be able to provide children, young people and families the opportunity to participate in public legal education and develop their legal awareness which will help shape people's civic lives
- Increased reach and new audiences gaining access to our learning programmes and exhibitions
- Increased investment in the Museum will enable us to deliver higher quality exhibitions and increase access to our collections; more opportunities for children and young people to participate in our learning programmes, particularly those who are from areas of disadvantage or those who have not participated in public legal education; and further develop our outreach work in different areas of the UK
- To increase access to our national legal collection as a historic and contemporary reference point for gaining a practical understanding of the law

OUR NATIONAL PORTFOLIO ORGANISATION STATUS

Arts Council England (ACE) is funding the National Justice Museum for the next four years - £240,000 per year. This has created an exciting opportunity for our organisation as we are a key representative of the first cohort of museums funded within the NPO funding.

ACE goals our project contributes to:

- Goal 1 - Excellence is thriving and celebrated in the arts, museums and libraries
- Goal 2 - Everyone has the opportunity to experience and be inspired by the arts, museums and libraries
- Goal 5 - Every child and young person has the opportunity to experience the richness of the arts, museums and libraries



How we will contribute towards Goal 1

- Storytelling, creating a more versatile, diverse and contemporary artistic programme to attract new and repeat visitors
- Our actors to become a company of storytellers through training and creative direction, subject matter a collection of national and international stories

The National Justice Museum plans to broaden its offer in four ways:

1. Exhibitions
2. Storytelling
3. Commissioned artists
4. Co-creation activities

The reference point for the National Justice Museum will be three special exhibitions per year. Each year there will be an annual theme to stimulate engagement. The storytelling element of our actors will link into the themes of the exhibitions.

The National Justice Museum will use these exhibitions to stimulate content for the storytellers as well as commissioning three artists each year who will participate in the co-creation of exhibitions, activities and create new work.

The National Justice Museum will contribute towards ACE's creative case for diversity by:

- exploring new ways of recruitment, forming a team that is representative of the protected characteristics
- enabling the museum to achieve its diversity goals by establishing a network of partners to provide expert knowledge and guidance. This will build upon current partners including New Art Exchange, Notts Trans Hub, Notts LGBTQ network and will draw on key resources from ACE
- continuing the work of its advisory groups such as the Disability Advisory Panel who make recommendations on access to exhibitions and programmes and a youth panel who develop ideas for exhibitions, activities and events to appeal to their peers – we will use these groups as a starting point to work with more diverse communities and take direction from them on our content
- creating a specific programme board to advise on best practise and support on widening access to more diverse audiences that are more representative of the national profile.
- enriching the organisation to be more diverse so that 51% of our storytellers and artists are diverse and show representation across the protected characteristics



NPO funding will support the National Justice Museum for a sustained period of time and help facilitate change – we will seek to support our storytellers via training and mentoring.

The National Justice Museum's ambition is to become a best practise case study in workforce diversity.

The National Justice Museum will contribute to further ACE goals including, through:

- creating a holistic artistic approach which uses storytelling to generate outcomes for communities – it will raise issues they identify with
- ensuring that storytelling at the museum will respond to both historic and contemporary legal milestones
- ensuring that we host events for communities with different needs
- attracting repeat visitors and encouraging them to feel ownership of the museum

TRUSTEE RECRUITMENT INFORMATION

This is an exciting time for the National Justice Museum. As well as becoming an NPO, we have just completed a major (£1 million) Heritage Lottery Fund refurbishment of the Museum in Nottingham. As part of this change, we rebranded last year to become the National Justice Museum bringing together the charity's two divisions the NCCL (National Centre for Citizenship and the Law) and the Galleries of Justice Museum and City of Caves.

With our collections based in Nottingham, the National Justice Museum is a cultural organisation with a strong social mission to provide opportunities for all to learn about the law.

In addition to our two heritage visitor attractions in Nottingham we also facilitate cultural and public legal education to schools and colleges in working courtrooms in London at the Royal Courts of Justice (RCJ) and the Rolls Building, and across the North West including the Manchester Civil Justice Centre.

As we enter a new phase of our development to realise our national ambitions we are expanding and diversifying our Board. We are seeking Trustees who are committed to our values and who can provide the talent and contacts required to realise our purpose, to establish centres of excellence where children and young people can gain a practical understanding of the law and the justice system and to support us in our work delivering great visitor experiences at our two attractions in Nottingham.

We have recently recruited three new Trustees and we are looking to make further appointments. We are particularly interested in applicants who have expertise in the areas of museums and heritage, finance and accounting, and fundraising. It is also key to the NPO programme that we recruit Trustees to represent diversity and to play a key role in championing and supporting the NPO work that the organisation will do over the next four years.



Our current Trustees consist of:

- Chair, Paul Bowden, partner at Freshfields Bruckhaus Deringer
- Jennifer Spencer, Deputy Chair, Management Consultant, Strategic Marketing & Communications Tourism & the Arts
- Deputy Chair (Nottingham), HH Jonathan Teare
- Professor Janine Griffiths-Baker, Dean of the Law School, Nottingham Trent University
- Mike Blair, TV producer
- Michael Mathews, retired solicitor
- Martin Mellor, retired accountant
- HH Roger Chapple
- Karin Harrison, Director of a legal consultancy
- Nic Williams, Director Business and Community, Blue Bell Hill Primary, Nottingham
- Cathy Hastie, HR Consultant and Lecturer in Global Talent Management
- Struan Campbell, Outreach Manager, Inner Temple London

Commitment

- The Board meets four times a year (March, June, September, December) and there may be opportunities to get involved in subgroups to support the team on specific pieces of work – papers are sent in advance of Board meetings which require reading ahead of the meeting
- There is a General Purpose Call at a mid-way point between Board meetings to allow the CEO to update the Board on activity and any matters of business that need decisions in between the main Board discussions

ROLE PROFILE

The Trustees have ultimate responsibility for the National Justice Museum and are collectively responsible for its governance.

The role of the Trustees is to ensure that the museum has a clear vision and strategic direction, is sustainable and complies with the law.

The Trustees

- ensure that the aims and objectives in the organisation's governing document are delivered
- work to broaden awareness of the charity's values and priorities; and increase its visibility across a wider audience
- ensure the organisation is financially secure
- ensure the organisation develops proactive and positive relationships with the local community, local voluntary organisations and local statutory bodies
- in conjunction with the CEO, agree and set the direction for the organisation
- ensure that all appropriate risks are identified and mitigated for
- observe the Memorandum and Articles of Association, charity and Company Law and other regulatory requirements
- monitor financial stability, approve the annual budget and advise on major resource issues
- oversee the recruitment of the CEO and can be called upon to assist and advise on SMT level appointments with the CEO
- ensure the safe and efficient use of premises for both staff and the public, in-line with its Health & Safety Policy



The executive leadership team of the Museum comprises of:

- Victoria Reeves, Chief Executive
- Gill Brailey, Director of Learning
- Susan Dakin, Director of Marketing and Communications
- Emma Gainford, Financial Controller
- Andrea Hadley-Johnson, Artistic Programme Manager

PERSON SPECIFICATION

Essential

- Committed to the principles of equal opportunity through access to education
- Ability to contribute to the strategic planning of a medium sized charity
- Able to develop and draw upon an extensive network to aid the development of the charity
- Willingness to donate to the work of the charity
- Ability to contribute measurably to business development and fundraising to aid sustainability and growth.
- Has a key technical skill in the areas of museums/heritage, finance and fundraising
- Experience of having worked in Nottingham, London or Manchester

Desirable

- Understanding of public legal education
- Proven record of success at a senior level at a major organisation
- Track record in core areas of the charity: Heritage, Education, the Law and Visitor Attractions
- Direct knowledge and understanding of local and central government funding streams with associated advocacy skills
- Experience of being on a board

PROCESS FOR RECRUITMENT OF TRUSTEES

A governance sub group of the main Board has been established to work with the CEO on the recruitment of the new Trustees. In the first instance applicants are asked to apply in writing, detailing over no more than two A4 pages how they feel their work history and experience fits with the ethos of the National Justice Museum and how specifically they feel they could support and enhance our work. Please also provide a current curriculum vitae.

The closing date for applications is 4th November 2018. The governance sub group will shortlist the applications against the role profile and person specification after which we will arrange interviews and provide further details to those shortlisted.

**Please forward your application and CV to
wendy.munyoro@nationaljusticemuseum.org.uk
on or before the closing date of 4 November 2018.
Interviews will take place in late November/early December.**



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National Justice Museum is a registered charity. Company Registration Number: 2866265

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