

Department for Culture, Media & Sport - Public Appointments

HORNIMAN PUBLIC MUSEUM AND PUBLIC PARK TRUST

THE HORNIMAN MUSEUM AND GARDENS

TRUSTEE

Role Specification

Introduction

In 1901 Frederick Horniman gave the Horniman Museum & Gardens as a free gift to the public for their recreation, instruction and enjoyment – this vision still remains central to the Horniman today. A blend of high quality collections spanning the natural, cultural and musical worlds; 16 acres of well-managed urban Gardens; community based educational and leisure programmes; and a wide range of exhibitions, performance events and activities provide an unrivalled opportunity to encounter and understand the richness and variety of the world in which we live.

The Horniman Museum and Gardens are owned and managed by the Horniman Public Museum and Public Park Trust which is a company limited by guarantee and registered as a charity in England and Wales. The Horniman is also a Non Departmental Public Body (NDPB) which is core funded by the Department of Culture, Media, and Sport.

In 2002 the Trust launched its Heritage Lottery funded Centenary Development. This Development transformed the Horniman, providing visitors with a venue fit for the 21st Century by physically uniting the Museum and Gardens, providing world class new galleries, innovative new education areas, improved visitor facilities and greatly improved physical access. The new Aquarium was opened in 2006 further increasing the popularity of the Museum and Gardens.

The Museum has recently obtained a grant from the Heritage Lottery Fund towards a £2.6m project to improve the Gardens, including linking them more closely with the collections and providing a building for educational activities related to the Gardens.

Horniman Museum and Gardens - Board of Trustees

The main functions of the Board of Trustees of the Horniman are to:

- Agree the overall strategic aims and objectives of the Trust
- Act as an advocate for the Horniman externally
- Oversee the development of the collections and gardens through

acquisition, fieldwork and research

- Ensure that the collections and knowledge about them are safeguarded, both now and for the future, through effective care, management and documentation
- Ensure the provision of a high quality, user-friendly service, centred on the collections and gardens, for the people of London as well as visitors and scholars from outside the capital and from abroad
- Ensure that an integrated interpretation of the collections and gardens is provided for the education, enjoyment and recreation of visitors and users
- Be responsible for the proper performance of the Trust and its stewardship of public funds, and to monitor performance
- Support the Horniman in its efforts to secure funding for revenue and capital needs
- Provide an appropriate steer for the Director and Senior Management Team

The Duty & Role of the Board of Trustees

The duty of the Board is to use its world-wide collections and the Gardens to encourage a wider appreciation of the World, its people and their cultures, and its environments.

To achieve this, the Trust has 3 key objectives:

- *to use the collections and Gardens to stimulate curiosity and wonder, promoting opportunities for people of all ages, abilities and backgrounds to participate in and enjoy exhibitions, educational programmes, activities and events - both face to face and online.*
- *To safeguard and develop the collections so that they can be made as accessible as possible now and in the future.*
- *To secure and effectively manage our resources in order to ensure the sustainability of the organisation so that we are able to provide high quality services for the benefit and enjoyment of our visitors, both real and virtual, now and in the future*

The Role

The specific responsibilities of this trustee post are:

- **to provide expertise and contacts in the field of Gardens and or historic Parks. In particular this should be focussed on their public benefit via interpretation, planting, event opportunities, and links to wider environmental issues**

The Person Specification

- An understanding of the Horniman's work, along with a commitment to its objectives and values;
- Knowledge of gardens, parks and open spaces and an understanding of the wider value these could play in the work of the museum;
- Senior management experience and the ability to work strategically;
- An understanding of the wider public environment in which the Horniman operates and an understanding of diversity issues;
- Outstanding communications skills;
- An ability to work constructively with the other Trustees and wider stakeholders.

Time Commitment

Four Board meetings per year. Other sub-committee meetings as necessary. Some additional time will be required to study papers, attend events at the Horniman and other representational engagements. The likely total time commitment 1 day per month.

Location of Meetings

Board meetings are held in London.

Remuneration

The post is unpaid, but travel expenses can be claimed.

Term of Appointment

Four years.

How to Apply

Candidates are expected to make a written application giving a biographical summary and explaining how they meet the criteria in the Person Specification above.

A selection panel consisting of the Chair of the Board of Trustees of the Horniman, an independent assessor and Sir Ghilleen Prance as a panel member nominated by the Horniman will consider the applications received.

The selection panel will shortlist applications against the criteria listed in the Person Specification. Those shortlisted will be asked to attend an interview with the selection panel at the Horniman Museum, with the Horniman Chief Executive in attendance as an observer. The Selection Panel will make a recommendation for appointment to the Department for Culture, Media and Sport (DCMS) and provide it with details of all appointable candidates.

DCMS will obtain Declaration of Interest details from the recommended appointee. The Secretary of State will then make a decision and the successful candidate will be issued with an appointment letter and terms and conditions of the appointment. The appointment will be announced on the DCMS website.

The Horniman and DCMS supports an equal opportunities policy and applications are particularly welcomed from people from ethnic minority backgrounds and those with disabilities.

This public appointment will be made in accordance with the Code of Practice published by Office of the Commissioner for Public Appointments (OCPA). Such appointments are made on merit and political activity plays no part in the selection process.

Please contact Grace Conacher, Secretary to the Board of Trustees, for the application pack.

Telephone: 020 8291 8683
Email: gconacher@horniman.ac.uk
Address: The Horniman Museum and Gardens,
100 London Road,
Forest Hill,
London SE23 3PQ

Closing Date for Applications

Completed forms should be received by Friday 11th December 2009.

Interview Date

Interviews for shortlisted candidates are expected to be held on 15 January at the Horniman Museum.