



National Justice Museum
Trustee Recruitment Pack
April 2024

Welcome from our Chair of Trustees – Paul Bowden

Thank you for thinking about offering your time and skills to support the National Justice Museum.

The National Justice Museum is an independent museum and public legal education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall and County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last two centuries. We empower audiences, providing opportunities to gain knowledge and understanding of the law and justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site, which is a key part of the vision for this part of the city.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO). We are gaining recognition nationally for work on representing and including diverse audiences; building a reputation for taking the museum out to people, engaging with community partners and becoming more accessible to a wider range of people. We recently successfully re-applied for NPO status for the period 2023-26 and have been awarded a £250,000 National Lottery Heritage Fund resilience grant.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and in partnership with the judiciary within court locations across the country. In 2019 we entered into a partnership with The Ben Kinsella Trust to deliver 'Choices and Consequences', a key programme educating young people about the dangers of knife crime.

Last year we revisited our purpose, mission, values and aims which you will find later in this document as we felt these needed updating to reflect the journey that the organisation has been on over the last six years. We feel that it is truly representative now of who we are and what we do.

Thank you for your interest in supporting us.



OUR PURPOSE

'We tell the story of justice through time. We work inclusively and collaboratively with communities, supporting the creation of a fairer and equitable society.'

'We empathetically enable people of all ages to extend their 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 multi-award winning Museum and continuing to grow in national stature, winning the 'Museums Change Lives' award in 2021 for our innovative 'Workshops in an Envelope' project. We are a leader in public legal learning and education and in developing diverse collaborations and partnerships for this work. Our learning programmes are delivered in centres across England, in our historic courtrooms in Nottingham, the Royal Courts of Justice and the Rolls Building in London, and in active courts across the country via our 'NJM on Tour' programme. Our ambition is to widen our learning offer to more UK locations.

Our museum is based in Nottingham's former Shire Hall and County Gaol, a Grade II* listed building featuring a Victorian criminal and civil courtroom, an Edwardian police station and exhibition spaces where the history of justice is explored. We house historically significant collections of over 40,000 objects that cover the history of the British criminal justice system. The City of Caves forms a key part of our offer and here we explore stories of social justice within Nottingham's largest historic sandstone caves and the country's only underground medieval tannery. Throughout the Museum we engage and entertain the public by including them in our unique, interactive performances.

In 2018 we became an Arts Council National Portfolio Organisation (NPO). As an NPO we are committed to diversity in our workforce and programmes. We have established a reputation nationally and regionally for our person-centred, and creative approach and have the ambition to be an "arms open organisation", connecting communities through creative activity and providing services for diverse and not yet engaged groups. We take our museum out to people, engaging with new community partners to co-produce exhibitions and become more accessible to a wider range of people.

OUR VISION

'For everyone - equity and justice through engagement, inspiration, learning, and unforgettable experiences.'

OUR VALUES

We work creatively and equitably with people and communities, our values are to be:

- **Inclusive and equitable** – we aspire to build a more diverse and representative organisation.

- **Open and collaborative** – we celebrate diversity, creative collaboration and partnership working, we listen to and respect people and we stimulate conversations with our communities, around the role of law, justice and society.
- **Ambitious and dynamic** – we embrace diverse people and thinking. We challenge ourselves so we develop and deliver excellence.
- **Authentic** – people learn and access our stories and history through experiencing our unique historic buildings and our museum collections.
- **Be here for the future** – we take a whole organisation approach to sustainability, ensuring we support people, partnerships and our environmental and economic future.

OUR AIMS

We aim to:

- Excel as the national leader of public law education.
- Maintain the financial resilience and sustainability of the organisation.
- Champion a green agenda and our commitment to environmental sustainability.
- Ensure the well-being of our workforce of staff and volunteers.
- Use our museum and collections creatively to support our work.
- Expand our audience reach and ensure positive and inclusive engagement and representation for all those that engage with us.
- Ensure integration, application and engagement with digital technology throughout the organisation.

TRUSTEE RECRUITMENT INFORMATION

This is an exciting time for our organisation. As an Arts Council NPO we have recently been awarded funding for the period 2023-26. We have also just been awarded a grant under the National Lottery Heritage Fund for a resilience project. This is all against the background of the museum's resumption of activities after extended periods of closure during the pandemic, during which we received vital financial support from the Arts Council Cultural Recovery Fund and the National Lottery Heritage Fund through their emergency funding programme.

Our Arts Council funding is based upon the delivery of 9 core activities:

1. Create a workforce development and training plan to ensure that our team, volunteers and board have the appropriate training and support framework to champion and contribute to the work and impact of our organisation and their personal development.
2. Create a more diverse wider team by ensuring, through the work we do with communities, we positively & openly promote the opportunities available to work with us in all areas of our organisations & support people to take up these opportunities.
3. Coproducing excellent quality participatory programme of exhibitions, interventions and displays, using the building, collection and enduring themes as a stimulus. Shaped and delivered with people outside the museum to ensure relevance and inclusivity.
4. Actively and collaboratively develop and share a more representative collection and interpretation programme. Through commissioned research, academic and lived experience. Proactively acquire new objects to give context and deeper meaning.
5. Strengthen and extend the onsite artist co produced 'Make it Yours' creative workshops to enable people to make the museum theirs from wherever they are, out into the city, with national digital and postal reach and focused international strands.
6. National, interactive, in-court, on line and outreach workshops developing understanding of the law, society, justice and citizenship. Aspirational sessions partnering with universities and the judiciary inspiring young people to take up legal careers.

7. Choices and Consequences anti-knife crime workshops delivered to create behaviour and attitudinal change in young people aged 10 plus.
8. Offering high quality, relevant, tailored and responsive work placements and volunteering opportunities to people across all our delivery areas (Nottingham, London and the North West).
9. Working nationally in partnership with equality and diversity judges to develop 17 special event weeks in courtrooms across the country, delivering courtroom workshops in working courts, targeting Levelling up for Culture and Priority Places

ROLE PROFILE

Supporting Victoria, our Chief Executive, and her executive team in delivering on the organisation's commitments to its funders and in working to its core purpose and aims. We are now looking to enhance the current membership of our board and looking for people with the following skills/backgrounds:

- Community Engagement
- HR
- Secondary education
- Legal/judiciary
- Visitor experience
- Retail
- Fundraising
- Marketing, PR and visitor economy
- Financial management

Experience we are looking for is not limited to this list, if you are interested and feel you have skills that could be used to support us please do apply.

The Trustees have ultimate responsibility for the National Justice Museum and each Trustee shares collective responsibility for its governance.

The role of the Trustee, with fellow Trustees, is to ensure that the Museum has a clear vision and strategic direction, is sustainable, complies with the law and delivers the charitable outcomes for the benefit of the public.

The Trustee brings judgement and personal skills and experience to contribute to the success of the Museum.

The Trustee upholds the values of the Museum and membership of the Board reflects a commitment to being a member of an organisation that is representative and inclusive.

Together, the Trustees:

- Ensure that the Aims and Objectives are delivered.
- In conjunction with the CEO, agree and set the direction for the organisation.
- Work to broaden awareness and champion the charity's values and priorities; and increase its visibility across audiences and communities.
- Ensures that the Arts Council's Lets Create strategy is delivered within the organisation's aims/objectives, monitoring delivery as necessary.
- Have a responsibility for promoting inclusion.
- Ensure the organisation is financially secure.
- Protect the assets of the organisation.
- Ensure the organisation develops proactive and positive relationships with the local community and local, regional, and national voluntary organisations and statutory bodies.
- Use their expertise to assist in advising the Board and the CEO on particular issues.
- Participate in committee and working groups as necessary.
- Ensure that all appropriate risks are identified and mitigated.
- 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 assist and advise the CEO on senior level appointments.
- Ensure the safe and efficient use of premises for both staff and the public, through relevant health and safety, access and other relevant Museum policies.
- Maintain confidentiality about sensitive or confidential information received in the course of duties as a trustee.
- Regularly attend and take a full part in meetings.
- Support continued development of their own skills and learning.
- Participate in ensuring effective trustee succession planning.

Trustee commitment

The Board meets four times a year (March, June, September, December). These meetings tend to be in person in Nottingham though there can be opportunities to join remotely. There are opportunities for involvement in sub-committees of the Board and working groups to support the CEO on specific issues or projects. Papers are sent in advance of Board meetings which require reading ahead of the meeting.

Trustee's reasonable expenses for attending meetings can be reclaimed.

It is one of our highest priorities that we ensure that our organisation represents the communities we serve across our staff, trustees and volunteers and as such have a People Committee as a sub group of board, as well as a Finance and Audit Committee.

There is a General Purpose online meeting of all trustees 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.

The Executive

The Board enjoys a close and strong relationship with the museum executive with whom leadership of the museum rests. The current executive leadership team comprises:

- Victoria Reeves, Chief Executive
- Gill Brailey, Director of Learning
- Pauline Sharratt, Head of Finance
- Katie Greenwood, Head of Marketing and Communications
- Bev Baker, Head of Collections and Research
- Gary Holmes, General Manager
- Aimee Wilkinson, Head of Creative Programmes

In order to ensure that we are being as inclusive as possible and widening our reach in terms of applicants we do not have a specific person specification for this role, however we would ask that applicants be able to demonstrate their skill set and how it would benefit the Trustee board.

We have decided to use a strengths based approach to make the process more accessible and inclusive. If you want more information about this please email us.

Studies have shown that women, communities of colour and historically underrepresented talent are less likely to apply to jobs unless they meet every area in a role profile.

At NJM we are dedicated to building a diverse, inclusive and authentic organisation at all levels, so if you are interested in this role but your past experience doesn't align perfectly, we strongly encourage you to apply. You could just be the candidate we are looking for.

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. If you are interested please email a CV and succinct (no more than 2 A4 sides) application letter ensuring you demonstrate how you could use your skills to support us to trustee@nationaljusticemuseum.org.uk alternatively you may submit a short film. The deadline for applications is **5pm 30th April 2024**.

We will be in touch after this to advise how we will progress your application.

Diversity Monitoring Form

We value equality, diversity and inclusion and are focused on increasing the diversity of our people, particularly the number of global majority, Disabled and LGBTQ+ people as we are underrepresented in these groups. We aspire for our team to reflect the communities in the cities we serve.

To do this we need your help in filling out a short diversity monitoring form. This can be downloaded separately from the NJM website.

The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates.

The information you provide will:

- not be used as part of the selection process;
- not be seen by the interview panel;
- only be used for non-identifiable statistical purposes. No information will be published which allows any individual to be identified.

The form should only take a few minutes to complete.