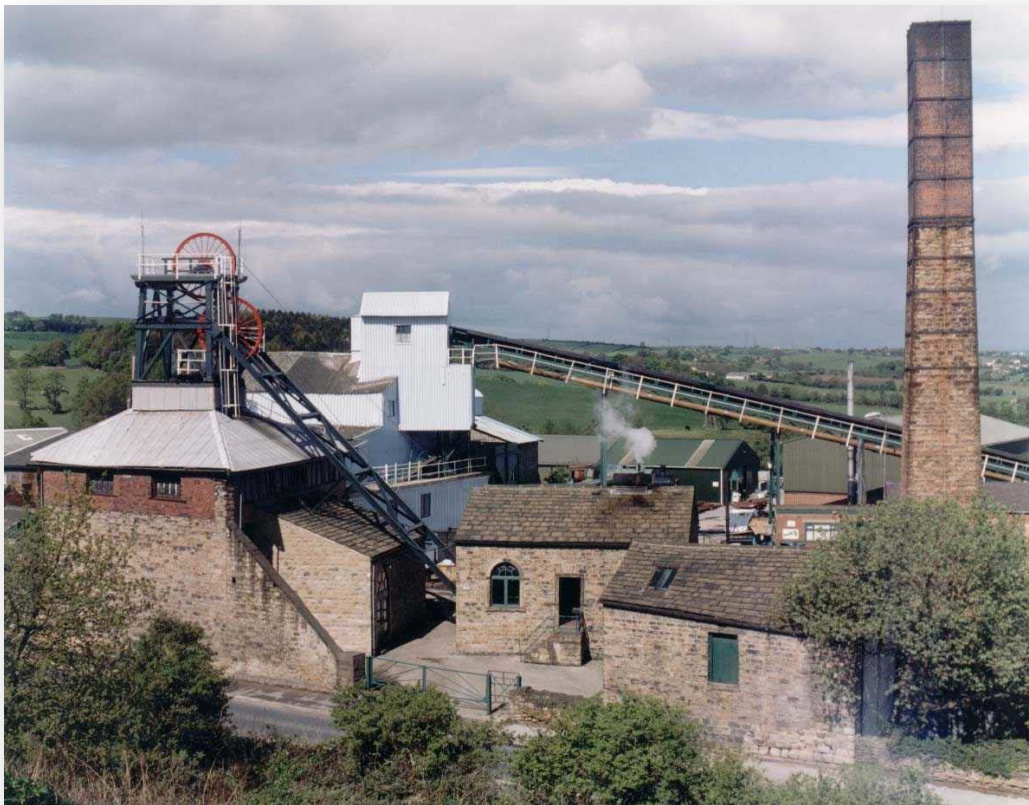


NATIONAL COAL MINING MUSEUM

Trustee Recruitment at National Coal Mining Museum for England



July 2024

National Coal Mining Museum for England Trust Limited is Registered in England and Wales as a Limited Company by Guarantee No. 1702426, Registered Charity 517325. Registered Office: Caphouse Colliery

A message from the Chair of the Board of Trustees

Dear applicant

Thank you for your interest in joining the Board of Trustees at National Coal Mining Museum for England Trust Ltd.



Our Museum, located at Caphouse Colliery near Wakefield, aims to keep the stories of coal mining alive by collecting and preserving the industry's rich heritage, creating enjoyable and inspiring ways for people of all ages, backgrounds and needs to engage with the story of coal.

We are here to ensure that a vitally important part of our national heritage is protected and sustained for future generations. We are building a talented and dedicated Board of Trustees to help the Museum move forward to preserve the mine - both underground and above ground - and to find sustainable and sympathetic uses for the site to fund the task of attracting more visitors and to generate more income in the future. Our aim is to recruit four new Trustees to bring our Board membership to its full capacity of eleven Trustees. We are particularly looking for Trustees with expertise in the areas of digital and new media, large scale capital projects, advocacy and influencing, and working experience of the coal mining industry. Previous Trustee experience is not necessary, and we would welcome the opportunity to diversify the Board in all characteristics.

The Museum occupies its rightful place as a public asset and one of the UK's most interesting and important mining museums. With this in mind, we are looking for applicants that not only have the right blend of relevant skills and experience to fulfil the role of Trustee but those who are also genuinely enthused by this unique opportunity.

The successful applicants will be joining us at an exciting time as we embark on the next part of our journey to deliver a fresh new vision over the next 10 years through our Masterplan. We have been through a significant period of change over the last six years with changes at senior leadership level, however a new CEO was appointed in October 2023 with a clear remit from the Board of Trustees to deliver an ambitious improvement programme so you would be joining us at a crucial time and would play an integral part in driving forward the future of the Museum.

Please take the time to consider this Recruitment Pack. If you welcome a challenge, are inspired by our plans for the future and would like to be a part of the Museum team, I wish you good luck with your application and we look forward to meeting you.

Phil Marshall
Chair of Board of Trustees

If you have any questions about this pack, or need it in an accessible format, then please email Geraldine Bayston, Head of Corporate Governance at Geraldine.bayston@ncm.org.uk

Introduction to National Coal Mining Museum for England

National Coal Mining Museum of England (NCMME) is an Accredited Museum and designated a mine under the relevant mining legislation. It sits in the West Yorkshire coalfield on the local authority boundary between Kirklees and Wakefield. It was established as a joint initiative between a number of local authorities and subsequently was designated a national museum, with significant funding through central government.

We are unique in England for having ex-miner-led underground tours of the mine workings using the original equipment and industry expertise. The Museum has a wealth of assets; 49 acres of land, two historic mines, 39 buildings, a Scheduled Ancient Monument, a Conservation Area and 550 metres of underground experience. It is home to a nationally significant collection of artifacts, machinery, books, photographs and paintings. The library holds current and historic mining journals along with publications dating back to the 1500s.

Our Education Team provide an extensive, varied and immersive learning programme for young people of all ages and needs as well as events and workshops for adults. Hosting a range of themed activities and events throughout the year, the Museum brings to life the story of coal mining and its communities set against a backdrop of natural beauty.



We have just over 80 dedicated members of our staff team plus a committed and engaged team of volunteers. The Museum has a wholly owned trading subsidiary whose principal activity is the retailing of gifts, souvenirs and educational items associated with the mining industry and the provision of conferencing and café facilities.

Our charitable objective is to:

‘Advance the education of the public in the history of coal mining by the provision and maintenance of a museum both underground and on the surface at the former Caphouse Colliery for the demonstration of past and contemporary mining methods and the exhibition of machinery and other items connected with mining and industrial archaeology.’

Our Vision

National Coal Mining Museum for England will be widely recognised for using innovative, sustainable, relevant, accessible and exciting ways to share the stories of coal mining and its legacy. As a must-see museum and heritage attraction, and a significant part of the North of England’s visitor economy, we will provide a unique, enjoyable and distinctive experience for visitors.

Our Mission

National Coal Mining Museum for England’s mission is to keep the stories of coal mining alive by collecting and preserving the industry’s rich heritage. We co-create enjoyable and inspiring ways for people of all ages, backgrounds and needs to engage with the history of coal and its legacy.

The Role of the NCMME Board

- NCMME is a charity. Our Board of Trustees provide the governance framework and approve the strategic direction of the Museum, with day-to-day management delegated to the Executive which comprises the CEO, Head of Finance, Planning and Performance and the Mine Director / Head of Estates Management.
- The Board of Trustees play a key role in shaping the future direction and success of the Museum and supporting the delivery of our innovative 10-year Masterplan.
- The Board engages with national external stakeholders in order to: represent the Museum, increase our standing within the sector and attract funding.
- The current Board is a group of dedicated individuals with a wide range of skills and experience who share a common goal of making a difference.
- The Board routinely meets once a quarter, in person at the Museum, and may arrange up to two Trustee Awaydays each year.
- Trustees read papers in advance and attend meetings ready to actively participate and contribute thoughts and ideas. Generally, a half-day is allocated for face-to-face on-site Board meetings.
- We have an expectation that Trustees will join Committees and Sub-Groups. We currently have a Finance & Audit Committee and a Remuneration & Nominations Committee, both of which meet quarterly. Sub-Groups and Working Groups may be set up from time-to-time to lead on and work with the Executive on a specific issue.
- The Museum is classed as a working coal mine for the purposes of health and safety legislation and as such Trustees have a legal responsibility under the Mines Regulations 2014. Appendix 2 sets out the legal responsibilities.
- We have an expectation that Trustees will try to support on-site events and activities as and when they take place.
- In line with The Charity Commission guidance our Trustee roles are voluntary positions. We want to make sure that volunteering with us is accessible to everyone regardless of their personal circumstances therefore in the interests of inclusivity Trustees may request to reclaim reasonable expenses incurred in the course of their duties as a Trustee.



Who We are Looking For

We are looking for new Board members to join us who can:

- Challenge and progress our Masterplan
- Support the Executive to form decisive and resilient plans

We have identified four specific areas of skills and experience to enhance the diversity of our Board:

Digital and new media

Large scale projects, preferably heritage

Advocacy and influencing

Mining Industry Expertise – competence demonstrated by a Class 1 Mining Qualification Certificate (desirable) or relevant experience and a knowledge and understanding of The Mining Regulations 2014.



We also particularly welcome applications from women, people of colour, disabled and those under 30. In addition, experience of spatial planning, site development and major fundraising experience would be helpful with our Masterplanning project.



Trustee Person Specification

In addition to the duties listed above, the standard personal qualities required for Trustees of a major charity, as suggested by the National Council of Voluntary Organisations, are:

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Adherence to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. (Further details at Appendix 1)



The Statutory Duties of a Trustee

The statutory duties of a Trustee of a major charity are:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. To ensure the charity will carry out (or 'further') its purpose for the public benefit.
4. To ensure the organisation uses its resources exclusively in pursuance of its objects: for example, the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile those activities are.
5. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
6. To safeguard the good name and values of the organisation.
7. To ensure the effective and efficient administration of the organisation.
8. To ensure the financial stability of the organisation.
9. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
10. If the charity employs staff, to appoint the Chief Executive and monitor his/her performance.



Induction and Training

Experience of governance and acting as a Trustee is not essential, as we are committed to providing a full and appropriate induction. This position would therefore suit an individual taking their first steps to develop wider Board level and governance experience.

We have a Trustee Recruitment and Induction Policy and wherever possible an induction day will be arranged on site which will include a briefing on such matters as the operation of the Museum, the running of Board meetings, a site tour and introductions to the Museum team.

Where subject expertise is required to aid Board and Committee decision making, training will be provided to Trustees.

The Chair of the Board holds an annual one to one meeting with each Trustee.

Our External Auditors offer various Trustee training sessions which members of our Board have found to be beneficial. The Museum is also developing its in-house Safeguarding Training for Trustees.

Our Governance

National Coal Mining Museum for England Trust Ltd is constituted as a Company Limited by Guarantee and has Charitable Status. It was originally incorporated on the 24 February 1983.

Company Registration Number: 1702426

Registered Charity Number: 517325

Address: Caphouse Colliery, New Road, Overton, Wakefield, WF4 3RH

Tel: 01924 848806

The governing instrument is the Memorandum and Articles of Association (copy available from Geraldine Bayston: Geraldine.bayston@ncm.org.uk on request)

All Trustees are Members and Directors of the organisation and, on appointment, are asked to confirm their willingness to be a Member and consent to act as Director, under Company Law. Trustees serve for an initial term of 2-4 years and may be re-elected for further terms of 2-4 years; however, no Trustee will serve more than 10 years.

The charity owns 100% of the issued share capital of National Coal Mining Museum Trading Limited.



How to apply

If this sounds of interest or to find out more about joining our Board, please contact our Chair, Phil Marshall, initially by emailing Lynn Dunning, CEO at lynn.dunning@ncm.org.uk

To apply, please send your CV and supporting information demonstrating how well you fit with the Trustee Person Specification and why you believe you can make a contribution to our success to geraldine.bayston@ncm.org.uk



Deadline for Applications: 5pm Friday 13 September 2024

Interviews: Monday 7 October 2024

An overview of the 'Nolan principals' which are the basis of the ethical standards expected of public office holders

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Key Duties of Trustees under ‘The Mines Regulations 2014’

The National Coal Mining Museum for England is classed as a working coal mine for the purposes of health and safety legislation. This briefing note has been prepared to make new Trustees aware of their legal responsibility under the Mines Regulations 2014.

1. The Mines Regulations 2014 were introduced to replace the previous extensive prescriptive mining legislation that had evolved and had been amended over many years. The stated aim of these regulations is to provide a ‘comprehensive and simpler goal-setting legal framework to ensure that mine operators provide all the necessary protection for mineworkers and others from the hazards inherent to mining’.
2. The definition of Mine remains the same as in previous Health & Safety law. This includes any Mine extracting mineral, Mines that are not currently extracting mineral and Mines that originally extracted mineral but are now used for other purposes e.g. Tourism. This definition of a mine also extends to those surface structures required for the working of the mine.
3. The National Coal Mining Museum is therefore classed as a Mine in law.
The Mines Regulations 2014, Regulation 3.
4. The Board of Trustees for the National Coal Mining Museum for England is the mine owner / operator and they should satisfy themselves that they have in place sufficient resources to operate the mine safely, including, financial resources and access to experienced and where necessary, competent staff, having due regard to any major hazard risks that may be present.
The Mines regulations 2014 regulation 5, guidance 14.
5. In order for the Board of Trustees to fulfil its responsibilities as the mine owner / operator it appoints a Competent Person (and Deputy/ies), currently the Mine Director and Head of Estates Management who has specific skills and expertise to ensure that the mine operates within the parameters of The Mines Regulations 2014. The Board receives a report from the Mine Director at every meeting which enables the Board of Trustees to support and challenge where appropriate and to satisfy its duties under The Mines Regulations 2014.

Shaun McLoughlin
Engagement/Mine Director

A copy of the Mines Regulations 2014 can be made available on request from Geraldine Bayston.