



## **Person specification for role of Trustee of The Moray Society (Elgin Museum)**

We are currently seeking candidates for the role of Trustee of The Moray Society. We're looking for individuals who can bring insights from a broad range of experience and backgrounds, have a strong interest in the culture and heritage of Moray, and who can help steer Elgin Museum and The Moray Society beyond Covid-19 to become a more resilient and sustainable organisation. Trustees will have a strong connection to the Moray area, well-established networks that bring positive benefit to Elgin Museum, and a commitment to delivering our organisation's vision.

Trustees have a duty of care and diligence and are expected to bring their skills to the Board for the benefit of the organisation. Sometimes Trustees will be invited to sit on working task groups appropriate to their skills, or progress and deliver specific projects or activities.

We're particularly interested in seeking applications from people who have experience in any of the following:

- Fundraising
- Marketing
- Business management
- Environmental sustainability
- Running a cultural organisation

We would be interested to hear about your skills, abilities, and experience even if we haven't mentioned them above.

## **About Elgin Museum and The Moray Society**

Elgin Museum is an independent, Accredited, museum maintained by its membership and volunteers, under the auspices of The Moray Society. The Moray Society (and by association, Elgin Museum) is a registered Scottish charity and a company limited by guarantee.

The primary function of The Moray Society is to safeguard the Museum and ensure that the Museum and any associated activities contribute to the Society's aims to promote and conserve Moray's heritage. The Moray Society has a Board of Directors, including a President, Vice-president and Treasurer/Company Secretary.

The purpose of Elgin Museum is to conserve and display the objects and archive in its care, to act as a focus for learning and enjoyment for all, to support the appreciation of the natural history, culture and heritage of Moray, and to maintain the buildings in its ownership. As we move through the challenges of Covid-19, it is critical that Elgin Museum and The Moray Society develop and expand their organisational model to ensure both have a continued relevance to current and future audiences.

[www.elginmuseum.org.uk](http://www.elginmuseum.org.uk)

Patrons: Audrey Baxter, Marjorie Walker OBE, James Welsh

President: Lt Col Grenville S Johnston OBE TD CA, Museum Convenor: Bill Dalgarno

Charity No: SC 017546 Company No: 106529 Society formed: 1836 Museum built: 1842

Please visit our website to find out more about the Museum, and to read our Forward Plan for the period 2022-2026: <https://elginmuseum.org.uk/policies/>

### **Essential Criteria**

- Strong interest in the culture, heritage and prosperity of Moray
- General interest in culture, heritage and museums
- Willingness to act as an ambassador by representing the Museum to the outside world
- Well-connected at a local and national level
- Motivated to help drive the museum forward in collaboration with the Board and Elgin Museum's Management Committee
- Willingness to devote time and effort to the Society and Museum, including attending trustee meetings and occasional events
- Highly effective communication and advocacy skills
- Commitment to the aims and interests of the Museum
- Ability to attend four Board meetings and an AGM annually (remotely or in person)
- Ability to maintain regular contact with the Museum by email and or/in person
- Membership of The Moray Society

### **Desirable Criteria**

- An understanding of museums and/or previous experience within the museum sector
- A readiness and ability to take on and deliver agreed projects and areas of activity
- Well-developed and effective networking skills in a range of contexts and situations
- An understanding and awareness of national (and local) policies relating to museums, culture, heritage and tourism

Please note that the post of Trustee of The Moray Society is not a paid position and no expenses are available.

Candidates do not need to be resident in Moray to apply.

We would like our Board to be representative of the community we serve, and actively encourage people of diverse age, gender, background and abilities to consider putting themselves forward.

To discuss further or apply for the position, please contact Claire Herbert (Vice-president, The Moray Society) by email at: [elginmuseumevents@gmail.com](mailto:elginmuseumevents@gmail.com)

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