



The National Mining Museum Scotland Trust

Trustee Candidate Pack 2023

About the National Mining Museum of Scotland

National Mining Museum Scotland Trust (NMMST) is constituted as a charitable company limited by guarantee, registered in Scotland and is subject to the provisions of the Companies Act 2006 and of the Charities and Trustee Investment (Scotland) Act 2005. Its charitable purposes as set out in its Memorandum of Association are to establish and promote the museum and to preserve, conserve and maintain the buildings of historical or architectural importance comprised in the Lady Victoria Colliery, Newtongrange, Midlothian, as part of the museum. The Trust recently updated its vision and mission as part of a new ten-year masterplan. They are set out below:

Vision:

Making Scotland's mining heritage relevant to everyone

Mission:

Embracing the legacy of Scotland's mining communities – solidarity, sustainability and innovation – to meet the challenges of tomorrow.

The National Mining Museum Scotland (NMMS) originally known as the Scottish Mining Museum, was first established in 1984 and is housed in the Lady Victoria Colliery, Newtongrange. The site comprising the colliery on the west side of the A7 road along with the former colliery office on the east side of the A7, were initially leased to the museum and subsequently purchased in 1993. The neighbouring Central Workshops were purchased in 1996. Parts of the colliery itself were first opened to the public in 1999 following completion of major capital development. It is an attractive red brick complex occupying several acres of land alongside the Borders Railway, which re-opened in 2015.

The colliery is a 'Grade A Listed' heritage site, with unique features such as the Winding Engine, the Washery and the Undercroft, which together give an insight into how the colliery worked when it was in operation in the past. The museum is a five star visitor attraction (Visit Scotland), and is a fully Accredited Professional Museum. The museum holds collections recognised by Museums Galleries Scotland as being of national significance with most held in a separate collections trust but managed by the museum. It plays a major role in Industrial Museums Scotland (IMS) and is part of a network of over four hundred independent Scottish museums.

Governance

The Board of Trustees defines the trust's Mission, Vision Statement and Strategic Aims. It determines and directs the strategy and policy of the Trust; seeks to ensure the fulfilment of the Trust's Mission, stated Vision and Aims; promotes and develops the Trust's relationship with the Scottish Government, and other government bodies; reviews the Trust's funding and financial performance; and seeks to ensure compliance with the Trust's statutory and other obligations. The Board normally meets at least quarterly.

Subject to the terms of the Articles of Association, the Board has power to delegate certain matters to committees of the Board.

Currently the Board has one standing committee in place, namely the Audit and Assurance Committee. This is charged with particular responsibility for overseeing the annual process of preparation of the Trust's Annual Report and Accounts, overseeing the preparation of annual budgets, overseeing the Risk Management process, reviewing on a regular basis the Trust's financial performance against budgets, and undertaking such other tasks as are delegated to it by the Board. This committee consists of a number of trustees, chaired by a

senior member of the Board, and meets on a regular basis, generally at intervals of approximately two to three months. The Chief Executive and the Secretary normally attend all its meetings as well as the Board meetings.

Ad hoc committees of the Board are set up from time to time, as required, in order to consider specific matters, such as where immediate action may have to be taken or where detailed consideration may be needed out-with the scope of regular Board meetings. The Board takes responsibility for determining the process of assessing potential recruits to the Board before a decision is taken to appoint or co-opt a new trustee. The Secretary is directed to provide any newly recruited trustee with copies of the relevant documentation including the Memorandum and Articles of Association, recent Annual Reports and Accounts, and an explanatory note on the legal and regulatory status of the Trust.

Statement of trustees' responsibilities

The Trustees (who are also directors of the National Mining Museum Scotland Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in conjunction with the auditors. These must be in accordance with applicable law and the relevant Accounting Standards.

Our role and purpose

The museum was set up to safeguard and care for Scotland's mining heritage for the benefit of current and future generations and to make mining heritage relevant to everyone. Our core activities are numerous and include collections management, visitor engagement, events, education, community support, sector support, functions and café & retail. We let out some unused parts of the museum estate, thereby providing further support to local businesses and the economy.

The museum's Collections Trust holds most of the collections. The collections are managed by the curatorial team and are fundamental to the purpose of the museum. We hold collections of national significance (classed as Recognised Collections) and they are an outstanding resource for the appreciation, study and understanding of coal mining and its importance to the life and culture of Scotland. The collections record the social life of mining communities, the economic impact of the industry, and the contribution of miners and their communities to the political development and cultural life of Scotland. They provide an account of Scottish coal mining that extends to more than 100,000 items, including mining tools, heavy machinery, pictures, trophies, banners, costumes, geology samples, domestic items, archives, a library, photographs, maps and plans gathered from across all the Scottish coal fields. We also have objects relating to the development of renewable energy, giving detail on aspects of the story of energy. The Grade A-Listed Lady Victoria Colliery is not an item in the collections as such, but is the largest item cared for by the museum.

The curatorial team are involved with acquisitions of objects from across Scotland, documentation and care of collections, and interpretation & display of objects. The museum also has a unique Research Library that is accessible to the public and frequently used by academics and for family history enquiries.

The education programme has grown from strength to strength over the past five years and we promote formal and informal learning by developing initiatives that support the curriculum and hard to reach groups. We achieve this through effective partnerships with local schools and community groups and frequently host community consultation events to establish their priorities and needs.

The museum attracts visitors from across the UK, Europe, USA and Canada. On average, we have 45,000 visitors per year, who participate in the variety of activities and events at the museum and through our outreach work. Credited with a five-star award status the NMMS visitor experience is excellent. There are two permanent exhibitions, 'A Race Apart' and 'The Story of Coal', that give an insight to the environmental, scientific, social, economic and political history of mining and Colliery Tours, that can be self-led using a mobile phone, or led by an ex-miner. Both are very popular and the ex-miner tours are often commented on in Trip Advisor as an excellent experience, mainly due to the interpersonal exchange.

We are funded by the Scottish Government and have a good working relationship with them and the wider sector. Our funding arrangement allows us direct access to the government, which, during the early period of the pandemic, enabled us to comment on the sector guidance for museums during the restrictions, and feedback some of the sector's concerns on the impact of Covid-19. We continue to work with the government, either through our direct contacts or through the national stakeholders group. This work includes strategic development and examining contemporary issues that affect museums, such as climate change, decolonisation & empire slavery and how to measure the impact of the sector on the National Performance Framework.

In addition to the Scottish Government's grant support, we receive income from admission charges, weddings and functions and from letting out some of our premises. We also actively pursue grants to support our programmes, and over the last few years have brought in substantial grants from Museums Galleries Scotland and the National Heritage Lottery Heritage Fund.

There are currently between 14 and 20 volunteers helping at NMMS and a growing number of "virtual" volunteers, who carry out tasks from as far away as Dundee, Barnard Castle and Canada. Our volunteer cohort is a mixture of retirees with an interest in history, younger people looking for opportunities in the heritage sector, and people simply wishing to give back to the community. With so many different motivations for volunteering, staff are keen to ensure everyone gets what they are looking for whilst they help to improve museum practice and the visitor experience. The Assistant Curator is an active member of the Volunteer Organisers Network (VON), which provides peer-to-peer support for anyone who works with volunteers. VON in turn is currently working closely with the Make Your Mark Campaign, which seeks to develop better diversity and inclusion within heritage organisations volunteer base.

NMMS has finalised its ten-year masterplan and this strategic plan sets out the ambitions of the organisation over the next decade, including new mission, vision and values. The Board of trustees are crucial in driving this plan forward.

A copy of our annual report can be found [HERE](#)

A hard copy can be provided if requested.

The Opportunity

NMMS's Board members are key to our success, helping us to set our future strategy and ensure that we continue to fulfil our charitable objectives. There are currently eight members of the Board of Trustees in office and in addition the Chief Executive is a trustee *ex officio*. We are keen to strengthen the Board by adding new perspectives and voices. We are seeking to bring diversity to the Board, particularly to have a wider age range and gender balance. Applications from people from minority ethnicities, from disabled people, those who identify as LGBTQIA+, and those aged between 18–30 years are particularly welcome.

The Articles of Association permit up to 16 Trustees to hold office (in addition to the Chief Executive *ex officio*). While we are looking to appoint up to eight new Board members, we may not necessarily wish to fill all of the possible vacancies at this time.

Person specification

No previous experience of being a trustee or serving on a board is necessary and the role is unremunerated.

We are seeking people with at least one of the following skills:

- Ability to synthesise information presented by the staff and make effective decisions
- Awareness and understanding of the independent museum and heritage sector
- The ability to advocate for NMMS within the sector
- Awareness and understanding of the need for museums to reflect equity, diversity and inclusion in museums including access experience and lived experience
- Legal knowledge such as employment law, governance and charity law
- Finance experience, such as chartered accountants
- Architect experience
- Heritage experience
- Chartered surveyor or similar background

In addition, we are seeking people with an interest in youth voice, community development, the climate change debate and education.

Your Contribution

To make an effective contribution, you will be expected to:

- Attend Board meetings, plus any additional sessions that may be held such as an annual strategy day.
- Be willing to be appointed, as appropriate, to serve on – the Audit and Finance committee or other ad-hoc committees of the Board.
- Become familiar with the NMMS's Vision and Mission, Strategic Aims, organisation and resources;
- Be prepared for meetings, bringing your views and expertise to bear on the issues the Board is asked to consider and decide upon.
- Support the staff – the CEO looks to the Board for support in their dealings with stakeholders and external parties, such as the Scottish Government and other stakeholders.
- Share your networks and contacts appropriately to help further NMMS's work;
- Avoid conflicts of interest – there may well be occasions when your own business or personal interests conflict with those of NMMS.. In these situations, Board members should, at the very least, declare their interest and take no part in the decision-making process. Board members are required to complete an annual declaration of interest.

Your time commitment and term of office

As already mentioned, the Board generally meets quarterly and there are therefore normally four or five meetings a year, which are usually held at the Museum. As a company, NMMST is also required to hold an Annual General Meeting and this usually held immediately before or after one of the regular quarterly Board meetings. Board members serve an initial term of three years but are eligible for re-election as appropriate.

Eligibility

In accordance with OSCR (Office of the Scottish Charity Regulator) some people are not allowed by law to be a charity trustee. Every charity trustee must make sure that he or she is not breaking the law by being a charity trustee.

Certain people are disqualified from acting as charity trustees:

- Someone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- Someone who is an undischarged bankrupt or has a Protected Trust Deed.
- Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee.
- Someone who is disqualified from being a company director.

How to Apply

To apply, please send your CV along with a covering letter of about one page in length stating why you would like to join the Board and the particular experience, skills, perspective or other relevant contribution that you would bring to the Board.

The timeline for recruitment is set out below:

TIMELINE	
Advertise for candidates	14 June
Dates for informal discussions with candidates – if required	21/22 June
Close Applications	30 June
Interviews	24/26 or 27 July
Board notification	Week of 31 July
Board approval	September meeting

Applications should be submitted to Mhairi Cross, Chief Executive, NMMS by **30 June 2023**. Please confirm if you would like an informal discussion re the role and if so which date 21/22 June.

By Post:

The National Mining Museum Scotland, The Lady Victoria Colliery, Newtongrange, EH22 4QN.

Email:

ceo@nationalminingmuseum.com

If you require any adjustments to the recruitment process, please contact us.

NMMST Equal Opportunities Statement

The Trust recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Trust will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Trust's behalf are required to adhere to this policy when undertaking their duties or when representing the Trust in any other pretext.

Please complete the Equality and Diversity monitoring form below and submit with your application.

Data Protection

The Trust adheres to current data protection legislation.

Reference and Administrative Information

Company registration number	SC088381
Charity registration number	SC003227
Registered Office	The Lady Victoria Colliery, Newtongrange, Midlothian, EH22 4QN



NMMS Equality and Diversity monitoring form

National Mining Museum Scotland wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact ceo@nationalminingmuseum.com

Please return the completed form to ceo@nationalminingmuseum.com

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say
Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual
Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None
Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over)
Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say