



Department for  
Digital, Culture,  
Media & Sport

**CANDIDATE PACK**

# Legal, Finance, and Capital Projects Trustees

Horiman Museum and  
Gardens

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## 1. Public Appointments

The Horniman Public Museum and Public Park Trust wishes to appoint three new trustees to the Board. The appointment is made with the advice of the Secretary of State.

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve.



## 2. The Horniman Museum and Gardens

The Horniman Museum and Gardens is a unique attraction in south east London where world cultures and the natural world are brought together for everyone to enjoy. The Museum holds internationally important collections of anthropology and musical instruments, as well as a popular natural history gallery and aquarium, which does world-leading research into corals. The 16 acres of beautiful Gardens feature a tropical Butterfly House and small animal enclosure, and offer stunning views across London.

The Horniman opened in 1901 as 'a gift to the people' from tea trader and philanthropist Frederick John Horniman, who had an objective of bringing the world to Forest Hill. Today the Horniman has expanded that founding gift and now has a collection of 350,000 objects, specimens and artefacts from around the world and continues to provide amazing, inspiring and enlightening encounters for people of all ages, abilities and backgrounds.

Every year we attract over 860,000 visitors and deliver curriculum-linked learning programmes to tens of thousands of schoolchildren, supporting schools at primary and secondary level. We also work with creative partners to showcase a vibrant annual exhibitions and events programme and through research, loans and skills-sharing we contribute to the resilience and development of the cultural sector in the UK and internationally.



## The Horniman Museum and Gardens (Cont)

The Horniman won the prestigious Art Fund Museum of the Year for 2022 in recognition of our work with local schoolchildren, partners and artists, alongside community groups working with some of the most vulnerable and disadvantaged in our society. The chair of the judges said:

“The Horniman Museum and Gardens has now blossomed into a truly holistic museum bringing together art, nature and its myriad collections. Its values are woven through everything it now does, with a passionate team breathing life and meaning into every object, performance, plant and animal. In many ways it's the perfect museum and I would encourage everyone to go and experience all it has to offer.”

We are now embarking on a significant capital project to enhance the visitor experience. Nature + Love will deliver a once-in-a-generation redisplay of our natural history gallery and create new destinations in the Horniman Gardens. Importantly the project aims to make the Horniman more inclusive and accessible, placing environmental sustainability and a commitment to fighting the climate emergency at its heart. Project delivery is expected to start in 2023 with a fundraising campaign running until 2026.



Image Credit: Horniman Museum and Gardens

### 3. Mission, Values and Behaviours

Our mission is central to everything we do, whilst our values shape our work and give the Horniman its unique character as the only museum in London in which nature and culture can be seen side by side, allowing us to engage with interconnected issues such as climate change, biodiversity loss and migration in a positive way.

#### **Mission**

The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share.

#### **Values**

- We are inclusive and welcoming to everyone
- We are caring and respectful towards each other, our visitors and all our stakeholders
- We are friendly, open and positive, embracing collaboration and fresh ways of thinking.

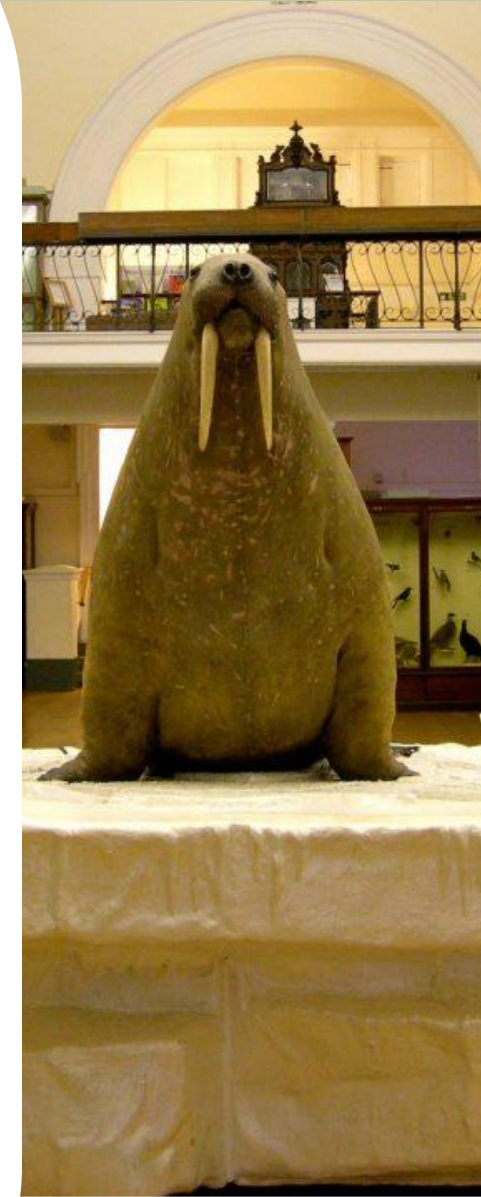


Image Credit: Horniman Museum and Gardens

# Mission, Values and Behaviours (Cont)

## Behaviours

Our culture is based on the above core values and the delivery of our mission. We behave in ways that prioritise:

- Amplifying diverse voices, histories, and perspectives
- Being environmentally sustainable and encouraging biodiversity
- Communicating clearly and with warmth
- Encouraging creativity and enterprise.

## Corporate aims

The ongoing corporate aims which give structure to this are:

- Access: We will 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.
- Collections: We will safeguard and develop the collections so that they can be made as accessible as possible now and into the future.
- Shaping the future: We will effectively manage our resources and become more financially resilient so that we can continue to develop and share our collections, estate and expertise for the widest possible public benefit.

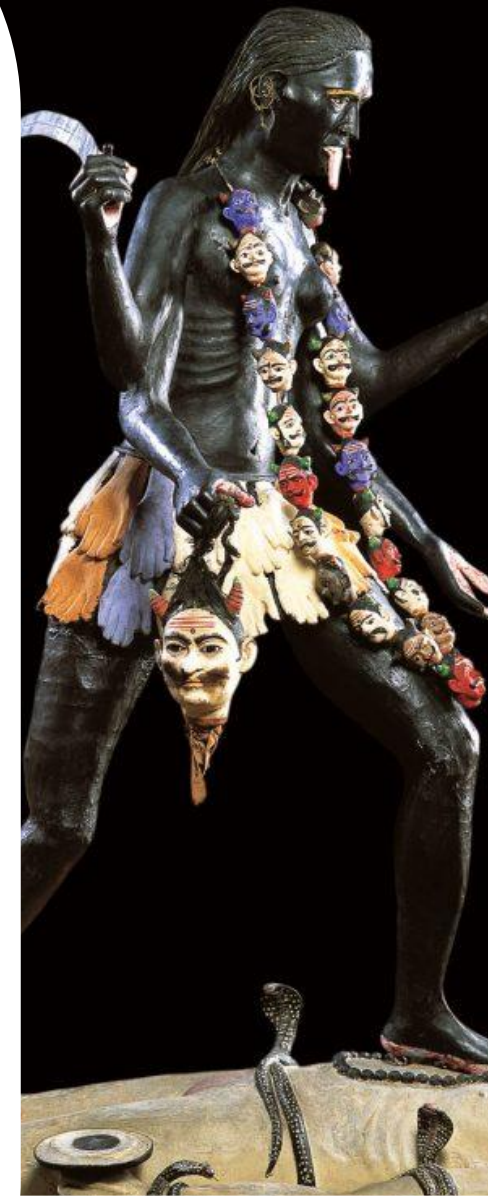


Image Credit: Horniman Museum and Gardens

## 4. The Role of Trustees

The Trustees provide vision, direction, control and accountability in fulfilling the Horniman's public purpose.

Your role as a trustee will be to:

- Set the overall strategic aims and objectives of the Trust – this involves being aware of the policy framework set by the Government
- Act as an advocate and ambassador for the Horniman to a wide range of stakeholders
- 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 high quality, user-friendly services, centred on the collections and the Gardens
- 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



Image Credit: Horniman Museum and Gardens

## 5. Essential Criteria

All candidates will need to demonstrate that they meet the following criteria to a high standard:

- An understanding and enthusiasm for the Horniman's work along with a commitment to its objectives and values
- An appreciation of the wider public environment in which the Horniman operates
- Good communications skills and the ability to work collaboratively with other Trustees and senior management, contribute to Board discussions and the strategy and policy development of the Museum
- An understanding of what different audiences want from the Museum, and a commitment to improving opportunities for people throughout the UK and access to people from a diverse range of backgrounds

## 6. Desirable Criteria

### **Legal Trustee**

Applicants to the legal Trustee role will also need to demonstrate:

- Significant legal expertise, most likely gained at either a law firm or as an in-house counsel in a commercial, Government or non profit organisation.

### **Finance Trustee**

Applicants to the Finance Trustee role will also need to demonstrate:

- Significant experience in Accountancy and/or Finance.

### **Capital Projects Trustee**

Applicants to the Capital Projects Trustee role will also need to demonstrate:

- Significant experience of large scale capital projects and / or the built environment and / or design.

# 7. Key dates



Please note these times are subject to change.



## STEP 1

### CV

on no more than 2 sides of A4



## STEP 2

### Statement of suitability

Describe how you meet the criteria for this role, on 2 sides of A4.



## STEP 3

A Conflict of Interest form and a Disability Monitoring Form available on the advert page..

# 8. How to apply

Completed applications should be submitted online. Any queries should be emailed to:

[publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Please put Horniman Trustee in the Subject line.



This appointments process adheres to the Cabinet Office Governance Code on Public Appointments, which is regulated by the Commissioner for Public Appointments.

### **Eligibility Criteria**

You cannot be considered for a public appointment if:

you become bankrupt or make an arrangement with a creditor

your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;

you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;

you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);

you become subject to a debt relief order or a bankruptcy restrictions order;

you fail to declare any conflict of interest.

### **Conflicts of Interest and Due Diligence**

If you have any interests that might be relevant to the work of The Gambling Commission, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

## 10. Contact us

Interested in  
other DCMS  
Appointments?

**PUBLIC APPOINTMENTS TEAM**

[publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Campaign Manager: Miriam Howard

miriam.howard@dcms.gov.uk

**JOIN THE DCMS PUBLIC  
APPOINTMENTS NETWORK**

Hear about vacancies that match your  
interests, attend events, and more.

[Click here](#) or email the address  
above.