

HR Trustee

What we're looking for

EEWM is looking for an HR professional who can ensure our policies are up to date and being implemented effectively. They will be the main point of contact for the Museum Director and other trustees should any HR issues arise and will be able to use their professional experience to help shape a growing organisation.

About East End Women's Museum

EEWM was established in 2015, the result of a positive protest against a 'Jack the Ripper' Museum. In our six years of existence, we have operated as a pop-up, working in collaboration with community and cultural partners around East London to research and share women's stories through exhibitions, events and digital content. In this time we have reached around 20,000 live audiences and many thousands more online. We are the only dedicated women's museum in England.

EEWM is now opening a new building in Barking town centre, following a generous offer from the London Borough of Barking and Dagenham, from which the building will be leased. It will be a permanent home for our work, creating exciting opportunities to further connect with local communities, offer new programmes, and increase the scale and impact of our work. EEWM will also continue to work off-site and online, engaging audiences in a range of ways and settings, with the building acting as a kind of hub/HQ for our work.

Who we are

EEWM recently created a new five-year business plan, laying out the strategic framework and priorities for our work. This includes our vision, mission and values:

Vision: By making women's histories visible we create a better world: these stories affect us, inspire us, they show us we too are unstoppable.

Mission: To increase representation of East London women past and present. To champion women's contributions, inspire audiences, foster community, and promote equality — and be a catalyst for others to do the same. Through research, programmes and partnerships, we tell local stories with global resonance, enabling the diverse voices of East End women to reverberate across time and space.

Values:

Inclusive: We spotlight the stories of all women, particularly those underrepresented in historical narratives (including women of colour; women with disabilities; queer, lesbian, bi and trans women; working-class women; older women; migrant and refugee women; and women working in the sex industry). We meet audiences where they are at, breaking down barriers to access and working alongside communities in relevant ways.

Brave: We work with courage and imagination, following in the footsteps of the fearless and creative women before us. We're unafraid to take risks, innovate, and lead from the front, as befits the only women's museum in England. We're ambitious beyond our modest size; we make a real difference locally and reach audiences inter/nationally.

Collective: This is a people-powered organisation, in which we know none of us is as strong or smart as all of us. We work together — staff, volunteers, audiences and partners — recognising the expertise and effort of all. With a generosity of spirit, we share what we have and what we've learnt. We reject the traditional, patriarchal approach to history which considers 'great men' above all, but look to value subtle, domestic and shared contributions of women.

Empathetic: From our staff teams to our visitor interactions to the stories we tell, we are sensitive to people's different — sometimes difficult — circumstances and compassionate in our approach. We create evocative, heart-led experiences enabling audiences to better understand and 'feel' others' perspectives.

Accountable: We are accountable to our community, seeking and being responsive to regular feedback. We're honest and transparent with ourselves and between colleagues, partners and audiences. We're reflective and open to change. We 'move at the speed of trust', working hard and intentionally to build and sustain it.

Role Description

All Trustees have a responsibility to:

- Ensure that EEWM complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that EEWM pursues its objects as defined in its governing document (its Constitution).
- Ensure EEWM applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the Board of Trustees by giving firm strategic direction to EEWM, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of EEWM.
- Ensure the financial stability and sustainability of EEWM.
- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are maintained and that effective financial procedures are in place.
- Take part in trustee skills audits and any necessary recruitment processes to fill any gaps.

The HR Trustee has specific responsibilities to:

- Ensure the effective and efficient administration of the organisation, including having appropriate and up to date HR policies and procedures in place.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Museum Director.
- Support the Chair and Director of EEWM with any HR issues that may arise.

- Serve on the Finance & HR sub-committee and be an expert resource for staff and trustees, leading on HR issues.
- Use experience of diversity and inclusion work to help ensure EEWM lives up to its values in its governance and as an employer.
- Lead on trustee skills audits and any necessary recruitment processes to fill any gaps.

Person specification

- A commitment to the aims, mission and values of EEWM
- Professional experience of working in HR
- Experience of Diversity and Inclusion work
- An ability to work effectively as a member of a team
- Availability and willingness to give the necessary time and effort
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- Have vision, enthusiasm, excellent communication and interpersonal skills necessary to influence Board decisions whilst challenging and supporting the Museum Director
- Ability to act as an ambassador for EEWM
- An acceptance of the legal duties, responsibilities and liabilities of trusteeship and a willingness to receive training if necessary

What you will get from this role

This is an exciting opportunity to help shape England's only women's history museum as we build our first physical home. It's a hands-on way of advancing women's equality and working with a great group of trustees, staff and volunteers. You'll also be able to develop your experience of governance within the museum/charity sector and broaden your CV.

EEWM welcomes applications from all. We are striving to enhance the diversity of our Board, and are especially keen to hear from people who

are ethnically and culturally diverse and who experience racism in our society, LGBTQ+ people, and D/deaf and disabled people.

The Board meets one evening a month. This has been exclusively online since 2020 but previously we have combined online and in person meetings and we may seek to do this again in the future. The total estimated time commitment required to undertake the role is 8 hours per month.

Trustees are appointed for a renewable term of 3 years.

Please note that as a charity Trusteeship, the role is voluntary and therefore unremunerated.