



# TRUSTEE RECRUITMENT PACK



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# OVERVIEW OF THE OPPORTUNITY



Welcome to Culture Coventry and thank you for your interest in the role as a Trustee of the organisation. This is an exciting opportunity to help shape the strategic direction of an organisation that brings together culture programming and community engagement to create positive change for Coventry's diverse communities.

Culture Coventry manages Coventry's accredited museums - **Herbert Art Gallery & Museum; Coventry Transport Museum; and the Lunt Roman Fort**. We also manage the Grade 1 listed **Old Grammar School** and the **Coventry's Archives** at the Herbert Art Gallery & Museum. In parallel, the Trust runs a varied and popular range of events, activities, education and outreach programmes, both in its facilities and out in the community.

Culture Coventry is an independent charitable Trust governed by a Board of Trustees. **It was created in 2013** through a merger between Coventry Heritage and Arts Trust and the Museum of British Road Transport Trust and acts as steward of the City's extensive arts, heritage, natural history, local history and transport collections. It is funded through support from Coventry City Council, Arts Council England and earned income, including visitor admissions, donations, retail, cafe, corporate hire and external funding from trusts and foundations.

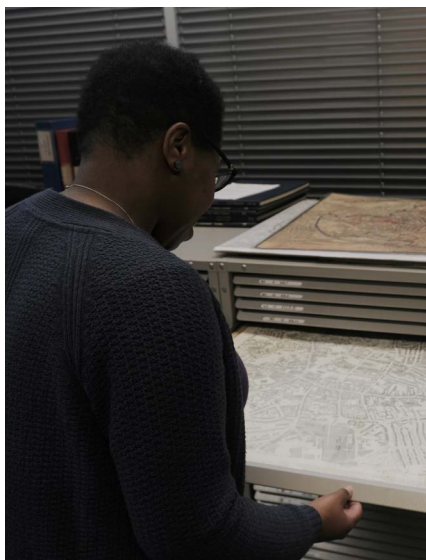
Coventry is a diverse, youthful and modern city which is reimagining the role that culture can play in bringing people together – especially within the context of the current global challenges and the impact that such challenges have on people, communities and societies. Coventry is a city of welcome; a city of activists and pioneers; a city of peace and reconciliation; a city of innovation and invention – all of which are stories that Culture Coventry seeks to share with its communities and visitors.

We are seeking to appoint up to three new Trustees to work to support the development and delivery of the organisation's strategic objectives. We are particularly keen to hear from people with strong business experience, and those at the early stages of their careers, and from people who can add to the diversity, lived experience and perspectives of the Board.

We are specifically looking for applicants bringing skills and experience in the area of Equity, Diversity and Inclusion (EDI), but are also interested in skills and experience that could be brought to fundraising, commercial/retail activity and digital technologies.

In this application pack you will find background on Culture Coventry; a description of the role; and information on how to apply.

# WHO ARE WE LOOKING FOR?



Coventry is one of the most diverse cities in the UK and we want our Board to reflect that diversity. Culture Coventry is actively working to address the representational imbalance at both staffing and Board levels. We recognise and understand the value that having a representatively diverse Board and organisation brings to our work. For us to authentically tell, represent and share the many stories, experiences and voices in our city we need to have a diversity of lived experience reflected within our organisation.

The Board is looking to grow both to strengthen the skills and experience it brings to the Trust but also to be more representative of the diversity in our vibrant city. We therefore particularly welcome applications from candidates with backgrounds currently under-represented on our Board (Global Majority, LGBTQIA+, women, younger people, D/deaf, disabled and/or neurodivergent people).

We are looking for informed, knowledgeable and confident individuals with a passion for Coventry and its people, who can support our drive to improve lives through inclusive, innovative, and meaningful programmes. Previous Board experience is not necessary. We want candidates with a passion for Coventry and its people, with strong business experience, those at the early stages of their careers, and from people who can add to the diversity, lived experience and perspectives of the Board.

We welcome first-time Board members and are committed to providing support and governance training as needed.

Culture Coventry is keen to receive your application and looks forward to learning more about how you can support the Trust and its team to achieve its long-term plans within the city.

If you would like an informal conversation to discuss the role or the Trust, then the Chief Executive will be available to give further insight and context. Please refer to the 'How to Apply' section.

Thank you for showing an interest in this role and we look forward to receiving your application.

# ABOUT CV LIFE

Culture Coventry Trust manages Coventry's accredited museums: Herbert Art Gallery & Museum, Coventry Transport Museum and the Lunt Roman Fort. We also manage the Grade 1 listed Old Grammar School and Coventry Archives at the Herbert Art Gallery & Museum.

Culture Coventry is an independent charitable Trust governed by a Board of Trustees. It was created in 2013 from the merger of Coventry Heritage and Arts Trust and the Museum of British Road Transport Trust. Coventry City Council supports the organisation as its key funder under a Service Level Agreement, alongside other key funders such as Arts Council England.

The Trust's direction and focus continues to be aligned to the seven Principles, five Goals and seven Big Ideas for Cultural Growth articulated in Coventry's Cultural Strategy 2017-2027, along with the four Investment principles of Arts Council England – which focus on Ambition and Quality; Inclusivity and Relevance; Dynamism; and Environmental Responsibility and ACE's new strategic framework.

The core activities of the organisation will contribute to developing the city's place-based partnerships; promote lifelong learning; celebrate diversity; contribute to improve health and wellbeing and support economic growth.

Culture Coventry is ever evolving and continuously looking for new ways to encourage people to be active and engaged in ways that suit them, their interests and needs.

## Our history

In 2017, Coventry Sports Foundation (CSF) began working with Culture Coventry Trust (CCT) to support the Trust through a difficult financial period.

In April 2021, CSF formally constituted the company CV Life. CV Life is owned by CSF and is focused on having wider impact within the city.

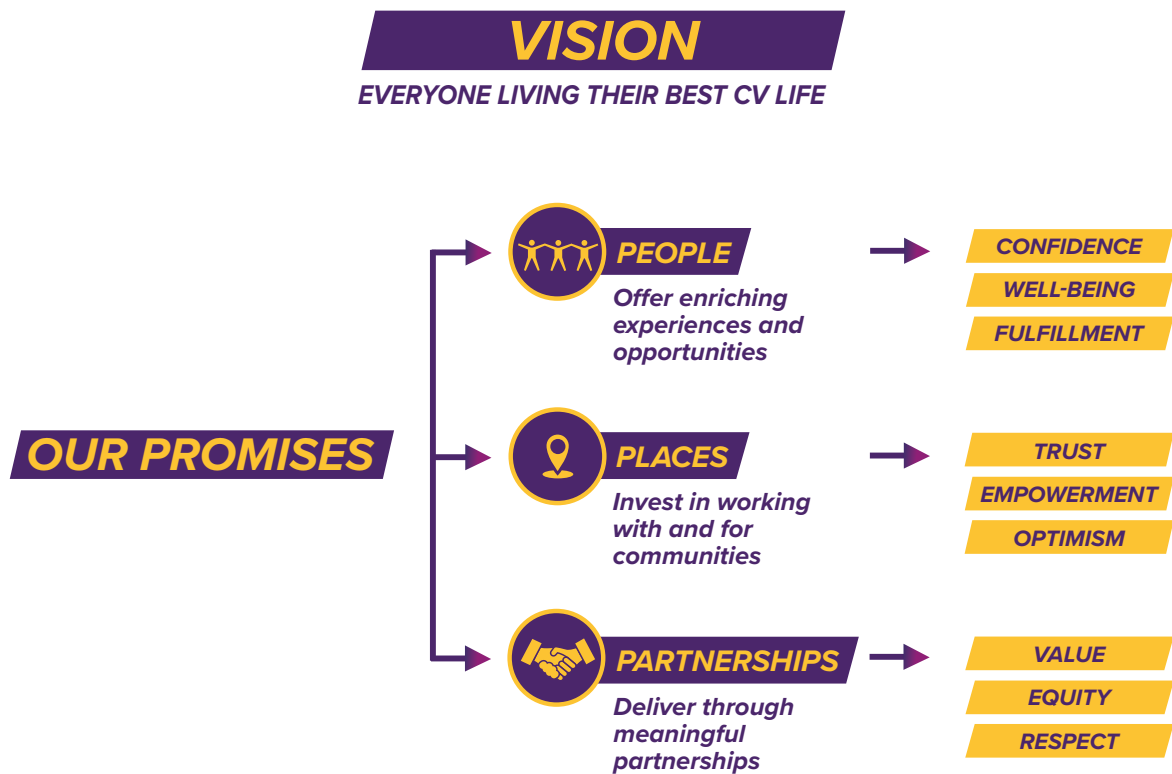
CSF is working in partnership with CCT and outwardly operating as CV Life.

Although CSF and CCT are operating as CV Life, they continue to trade as two separate organisations. While the sport and leisure programming and outputs remain the responsibility of CSF and the cultural programming and outputs remain the responsibility of CCT, the operational delivery and place-based impact working is driven by CV Life through the building and development of holistic partnerships with other key organisations and agencies within the city.

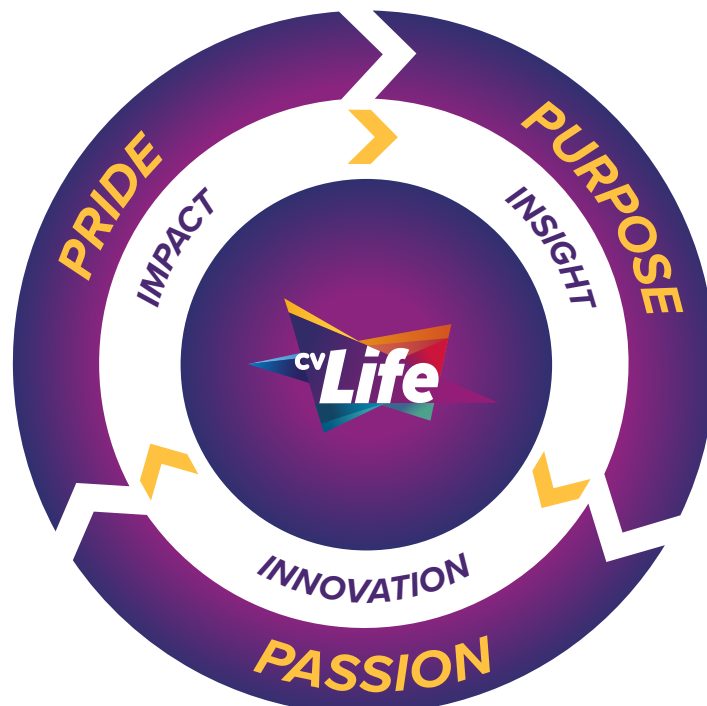
# THE CV LIFE WAY

The CV Life Way is centred around three Promises that underline CV Life’s commitment to working with **People, Places** and **Partners**.

The ‘CV Life Way’ diagrams encapsulate the positive impacts that CV Life aims to have upon the lives of people, households and communities, and within the city - and how this change is achieved.



What we do and how we work:



# OUR VENUES



## **Coventry Transport Museum**

The Museum houses the world's largest publicly owned collection of British road transport and tells the story of a city which has changed the world through transport innovation. The venue includes a conferencing suite, gift shop and café.

## **Herbert Art Gallery and Museum**

The Museum is an award-winning museum and gallery located in Coventry city centre, which celebrates the city's culture, history and arts. The gallery also has a renowned exhibitions programme.

## **Lunt Roman Fort**

The Fort is a partially reconstructed turf and timber Roman fort dated to AD 60, with a unique 'gyrus' granary, timber gateway and fort ramparts.

## **Coventry Archives**

Situated within Herbert Art Gallery and Museum, Coventry Archives provides insights into the history of the city and its citizens – from medieval times to the present day.



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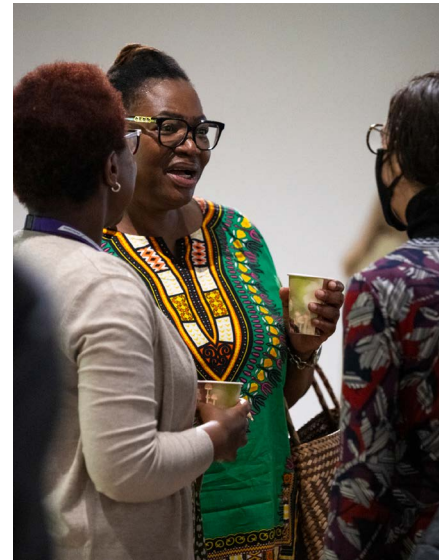
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# FOCUS OF THE CULTURE COVENTRY TRUST BOARD



## Culture Coventry Charitable Objectives:

1. The advancement of education for the public benefit in the knowledge of the history and development of British Road Transport.
2. The advancement of education of the public in relation to arts, culture, heritage and science in Coventry.

## Culture Coventry Trust Organisational Objectives

In addition to the above constitutional objectives, the Trust's organisational objectives connect with the annual objectives that are set as part of the Business Planning process.

- Proudly portray the story of Coventry locally, nationally and internationally, so that visitors to the city gain a full appreciation of how Coventry's innovative spirit echoes throughout history, and continues to influence the world in which we live.
- Care for and display the City's collections in engaging ways that inspire visitors to further connect with Coventry's rich history and its ambitions for the future.
- Ensure opportunities for learning are woven into the fabric of everything we do.
- Ensure that staff, volunteers, supporters, visitors and local communities are given every opportunity to contribute to the life of the Museums, and their future success.
- Create opportunities for economic growth and maximising funding opportunities, so the museums are financially sustainable and contribute to the regeneration of the City.
- Be acknowledged by our peers as a dynamic organisation, that seizes opportunities with an entrepreneurial spirit, and actively contributes to the development of the museum sector.

# THE ROLE OF A CULTURE COVENTRY TRUST TRUSTEE

While day-to-day and operational management is delegated to the Chief Executive and Senior Executive Directorate, the Board is ultimately responsible for the overarching Trust strategy, governance, finances and overall direction.

This includes:

## **Governance**

- Safeguarding colleagues, participants, and audience members from avoidable risks.
- Avoiding putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body.

## **Strategy**

- Accepting ultimate responsibility for directing the strategic affairs of Culture Coventry, and ensuring that it is solvent, well-run, and is achieving and delivering the charitable aims for which it has been established.
- Contributing to the work of the Board, both by actively participating in Board discussions and decision making and more widely contributing to the Board's governance, performance management and development of strategy for Culture Coventry.
- Having an existing experience or knowledge within arts, heritage & cultural sectors or having an intensifying interest in either sector.

## **Compliance**

- Ensuring that the Trust complies with charity law, and with the requirements of the Charity Commission as regulator; ensuring that the Trustees have collective input in the preparation of an annual Trustees' report and that this report and accounts are submitted to the Charity Commission on time.
- Acting in the Trust's best interests by deciding what will best enable the charity to carry out its constituted purposes.

## **Stakeholder Relationships**

- Representing the organisation locally, regionally, and nationally - developing and maintaining excellent relationships with a range of key partners, funders, and stakeholders
- Ensuring that the resources secured from a range of partners in the public, private and charitable sectors are used efficiently and objectively Trustees are asked to demonstrate:
  - Aptitude in strategic vision and good, independent judgement
  - An ability to think creatively and innovatively
  - A willingness to share best practice and expertise
  - A willingness to work as part of a team and to take decisions for the objective advancement of the Charity
  - An understanding of and commitment to Eqiy, Diversity and Inclusion
  - Confidence as an effective communicator and decision maker able to lead discussion and focus on key issues
  - An understanding of Culture Coventry's work and ambitions
  - Sector specific knowledge or interest, specifically with the localised context

You must not act as a Trustee if you are disqualified under the Charities Act. The charity's Board currently consists of seven non-executive Trustees, who have been appointed to bring specific skill and experience to the organisation.

We are particularly keen to recruit candidates who can be ambassadors for the city from backgrounds currently under-represented on the Board (Global Majority, LGBTQIA+, women, younger people, deaf, disabled and/or neurodivergent people).

The Board is supported by CV Life's Chief Executive, Paul Breed and by Charlie Ingram, as Executive Support Officer. Trustees meet at least quarterly in order to review and update strategy as well as overseeing performance and discharging the Board's responsibilities.

It is crucial that Culture Coventry has a truly diverse Board that represents and celebrates the growing diversity of the city - diversity in all of its broadest demographic senses. We therefore welcome anyone who has a passion for Arts, Culture, History, Education, Automotive Industries and Local Communities - Coventry and its people. You do not have to have previous Board experience or be located in Coventry to apply.

We are committed to developing our Board members in governance confidence with support from existing Board members, advisors and the executive team.

All Trustee roles are voluntary and unpaid. The Board holds approximately four meetings per year. Trustees may also be asked to take part in special interest committees as a representative. All meetings would require a level of preparation and review of papers and performance data.

Current Board Members:

Manny Coulon (Chair)

Joe Elliot

Roger Medwell

Keith Railton

Richard Shaw

Wendy Parry

Dr Nor Aziz

The Board of Trustees is responsible for the performance, achievement, and overall direction of the Trust.

# APPLICATION PROCESS

Culture Coventry is committed to equal opportunities and will treat all applications fairly. Trustees will be supported in this process by the Chief Executive and the Executive Support Officer.

Interested candidates can arrange a preapplication conversation with the Chief Executive or Chair of the Board, please contact **Charlie Ingram, Executive Support Officer** [cdingram@cvlife.co.uk](mailto:cdingram@cvlife.co.uk) to arrange.

To apply, please submit your application on our **trustee application page**, which will;

- Capture your experience relative to the role via application questions and;
- Assess how your experiences align with the Culture Coventry Trust's requirements.

Alternatively, candidates can submit a short (maximum three minutes) video or audio statement with their application form to respond to these questions, either directly or with a link to a Vimeo/YouTube video to [cdingram@cvlife.co.uk](mailto:cdingram@cvlife.co.uk).

Candidates needing any assistance to complete their application should contact [cdingram@cvlife.co.uk](mailto:cdingram@cvlife.co.uk)

Applications should be submitted by **10th July 2026**.

Shortlisted applicants will be invited to meet a panel on the week of **20th July 2026**.

For candidates that are not local to the city, an online interview can be requested.

If you require support or adjustments during the recruitment process, please let us know.

We look forward to hearing from you.