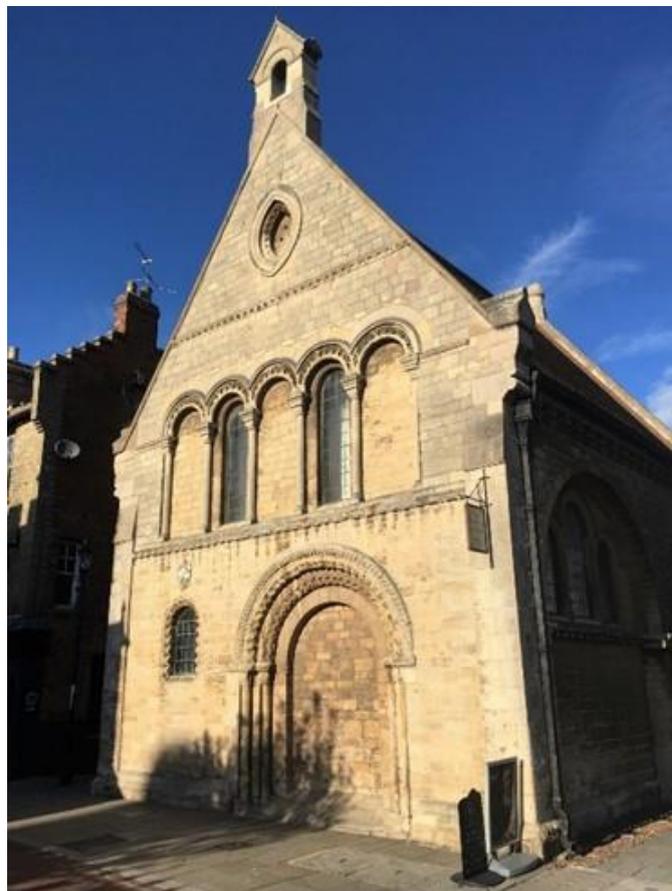




# Recruitment Information Pack



# Table of Contents

Foreword	3
About Us	4
Why Cromwell?	5
Our Vision	6
Our Mission	6
Our Strategic Objectives	7
Our Performance	8
Organisation	9
The Museum	9
Staff and Volunteers	11
Learning at the Cromwell Museum	12
Application and Selection Process	13
Enquiries	14

# Foreword

Welcome and thank you for your interest in the Cromwell Museum. This information pack is designed to explain a little about the Museum and the Cromwell Museum Trust.

Here at the Cromwell Museum we recognise the value of diverse, talented and committed staff who can drive forward our ambition to create an internationally recognised centre to enable everyone to learn about the life, times and legacy of Oliver Cromwell, and very much hope that you will want to join us in that regard.

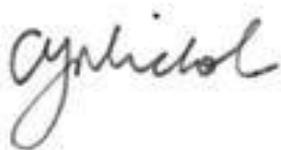
Oliver Cromwell is an iconic figure in British history, known throughout the world. He was a champion of the Parliamentary cause during the English Civil War, a leading general, and, ultimately, Lord Protector, the first commoner to become head of state in this country. Cromwell established the British army, enhanced the navy, & promoted religious freedom. For many, he is also a deeply controversial figure, due to his involvement with the trial of Charles I and his ruthless campaign in Ireland. It is our job to reflect these different interpretations and tell his story 'warts and all'.

The Cromwell Museum, in the building where Cromwell went to school, has an unsurpassed collection of artefacts, documents and many of Cromwell's personal items. Like no other museum, these allow us to engage as many people as possible with the story and significance of this extraordinary soldier and statesman.

We are seeking individuals who are enthusiastic, ambitious and can help us deliver our mission to be the key resource for the enjoyment and understanding of the life and times of the 17th century soldier and statesman, Oliver Cromwell.

If you have a passion for the work that we do and have the skills and experience to help us realise our ambitions, we would very much welcome your application.

Thank you for your interest



**Camilla Nichol**

**Chair,**

**Cromwell Museum Trust**



## About Us

The Cromwell Museum Trust is a Charitable Incorporated Organisation (no. 1166233) set up in 2016 to run the Cromwell Museum in the Cambridgeshire town of Huntingdon. The object of the Charity is to advance the education of the public in the life and legacy of Oliver Cromwell, Lord Protector, by the establishment and maintenance of the Cromwell Museum.

In 2015 Cambridgeshire County Council announced its intention to discontinue its support for the museum. After a high-profile public campaign to save the museum, the Council moved to set up an independent charitable trust to take on responsibility for its management. The responsibility for this were delegated to the Cromwell Museum Trust on the 1<sup>st</sup> April 2016. We have recently taken on the ownership of the Museum's collection, and the building is on a 99-year lease to us from Huntingdon Town Council.

The primary focus of the Trust is to raise awareness of the Museum, the Trust, and its new independent charitable status. The Trust and Museum will build upon the current forms of public engagement with the Cromwell Collections and foster the place that the Old Grammar School provides as a unique setting for the Cromwell Museum.

Audience development is a priority, particularly amongst schools, and much work is being done to increase those participating in these visits.

Entry to the Museum continues to be free of charge to all visitors. The Museum generates income from donations, education sessions, adult group visits and talks, activities in the museum, as well as sales through the Museum shop.



The Trust currently has a Board of nine members drawn from several sectors: heritage and museums, business, education, and politics. Up to now there has been two full-time members of staff, the Curator and the Learning and Communities Officer and a team of about 35 volunteers from the local community who contribute their time to open the museum, host events and facilitate educational visits.

The Trust is privileged to have as its patron The RT Hon Sir John Major KG CH, former Prime Minister and Member of Parliament for Huntingdon. The Trust also works with a range of key stakeholders: Huntingdon Town Council, Cambridgeshire County Council, The

Cromwell Association, among them. The Trust also is developing strong partnerships regionally and nationally to share expertise, promote Cromwell and develop opportunities for engagement through exhibitions, tourism, and exhibit loans.

## Why Cromwell?

Oliver Cromwell is an iconic figure in British history, known throughout the world. Born in Huntingdon in 1599, he went to school in the building which now houses the Cromwell Museum, and represented the town in the Parliament of 1629. He went on to become a major figure in the Parliamentary cause during the English Civil War, a leading general, one of the prime movers in the execution of King Charles I and, ultimately, Lord Protector, the first commoner to become head of state in this country.

Cromwell played a major role in the development of Parliamentary supremacy in this country, the basis for the British army and enhanced the navy, and established religious freedoms which would not be equalled for over two hundred years. By his death in 1658 England had been re-established as a major European power. Aspects of his career can be very controversial, such as his campaign in Ireland and his alleged iconoclasm in churches, whilst much



about his character is also shrouded in popular mythology: to many he is seen as a black-clad killjoy with warts who banned Christmas.

Cromwell's accomplishments and controversies resonate still today. The debates that were stimulated by this remarkable man and his contemporaries about the nature of freedom, faith and democracy are still issues that we wrestle with in the 21st century.

The Cromwell Museum in Huntingdon has a collection of artefacts, documents, and many of Cromwell's personal items, which is unsurpassed. The richness of the collection and the myriad stories means that we can explore Cromwell the man, his life, his times, and his legacy like no other museum.



## Our Vision

The Cromwell Museum has the ambition to be the key resource for the enjoyment and understanding of the life and times of the 17th century soldier and statesman, Oliver Cromwell.

We already have the finest collection in the world of items relating to Cromwell; we will safeguard and expand this collection, ensure its significance is recognised and use it as the inspiration for an innovative public programme.

We will work to make the museum, and Huntingdon, an iconic destination which will attract visitors from around the world to appreciate Cromwell the man, his life and work through imaginative and immersive visitor experiences underpinned by the world class collections and archives. We will make the Museum as sustainable as possible.

In broad terms we aim over the next decade to create an internationally recognised centre to learn about the life, times, and legacy of Oliver Cromwell, in the heart of Cromwell Country.



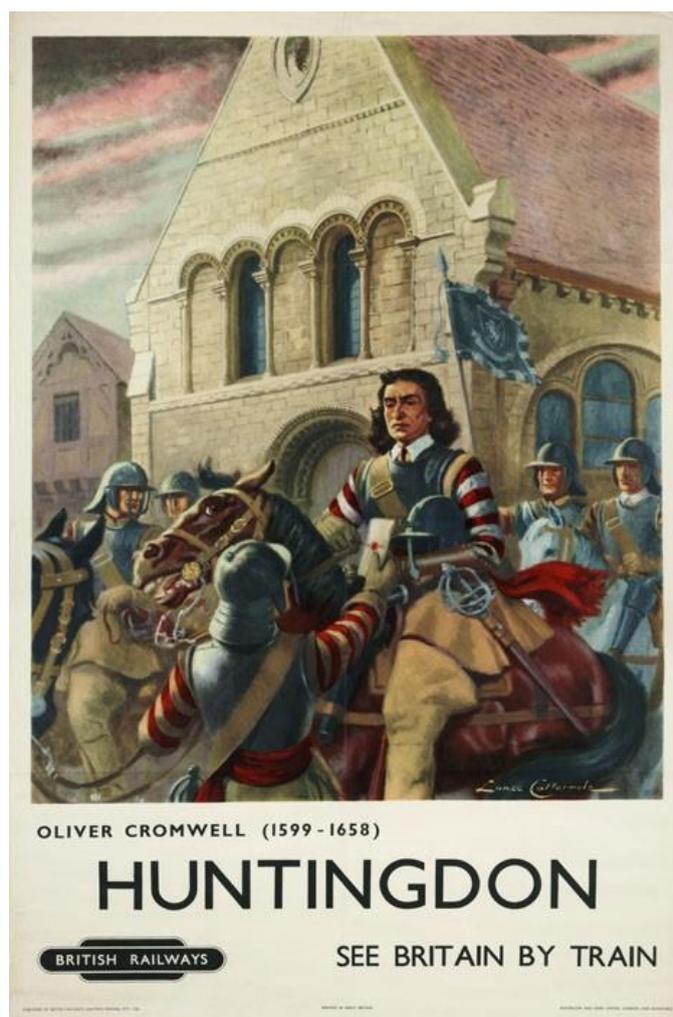
## Our Mission

*To engage as many people as possible with the story and significance of the 17th century soldier and statesman Oliver Cromwell.*

# Our Strategic Objectives

## We will deliver:

- **An unrivalled Cromwell collection and archive:** we have the best collection in the world relating to Cromwell, which we wish to expand, care for and make accessible to all.
- **Engaging People with Cromwell's Story:** telling the story 'warts and all' of this remarkable character, one of the most famous figures in British history.
- **Supporting Cambridgeshire's Visitor Economy:** attracting more visitors to Huntingdon and Cambridgeshire through the national and international recognition of the figure of Cromwell, benefiting the local economy
- **Supporting Learning for All:** being a learning resource for all ages and reasons – from formal education in schools and universities and high-level academic research, to learning for fun with tour groups, clubs, societies, and individuals.
- **A sustainable future:** both in terms of the impact upon the environment with all our activities and ensuring that the museum is financially sustainable to allow future generations to enjoy it.



## Our Performance

The Trust currently operates on a modest budget and the main challenge is to maximise every opportunity for generating income. We have had great success in recent years in attracting significant donations from individual donors in increasing individual giving in the museum and growing our income from trading activity. There is still more to do, and the Board of Trustees and the Curator are focussed on this essential work.

Over the last few years the Museum has grown its audiences (up to 11,000 per year pre-Covid), of which over half are tourist visitors from the UK or from all over the world (10% of our visitors are international). We have developed our online activity with a new website and a vibrant social media presence on Facebook, Twitter, and videos on YouTube. We have expanded our retail space and brought in increased income from events, donations, and shop sales, including the development of a new online shop. We have been very successful with grant applications, which amongst other things has allowed us to undertake a major refurbishment of the Museum, the first in over 30 years, which was reopened to great acclaim in March 2020.



## Organisation

The Strategic direction and of the Museum is set at Board meetings, held every 8 weeks; key strategic decisions, plans and policies are agreed at Board level, voted on by a simple majority and recorded in the minutes.

Day to day decision making for the Museum is undertaken by the Museum's Curator, who operates within the suite of policies agreed by the board and the direction set out within the Museum's Forward Plan. This plan is set annually and reviewed every 6 months. The Curator is line managed by the Chair of Trustees and can agree financial expenditure with the Treasurer. The Curator has day to day fiscal responsibility as laid out within the Trust's agreed Finance Procedures, and prepares an update on the Museum, including reports on main issues and performance, for the Trustees at their regular meetings.

## The Museum

The Museum is open all year round. Normal opening hours are:

- Tuesday – Saturday 11am – 4pm, April – October
- Tuesday – Saturday 11am – 3.30pm, November – March
- The Museum is closed on Mondays, except on Bank Holiday Mondays during the summer when it is open as per other weekdays. It is also closed on Good Friday, Easter Sunday, Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day.
- Pre-booked visits (groups and schools) are welcome at any time, including Mondays or for evening visits by prior arrangement.



Admission to the Museum is free of charge, although donations are invited. Guided tours and facilitated school visits are charged for.

The Museum is in a Grade II\* listed building, the oldest parts of which date back to c.1160. It was originally a monastic hospital until the Reformation, then from 1565 became the town's Grammar School. Oliver Cromwell was educated in the building 1610-16, as was Samuel Pepys in the 1640s. The building is quite small (70m square) so has only display space, a small but well stocked shop display, a small tourist information element for the town. currently lacks any toilet facilities for staff or visitors and has no refreshment facilities. As such visitors are directed to the Town Hall, Huntingdon Library, or local cafes.

The Library and Archive nearby in Princes Street has a small reserve store and work area on the ground floor and a picture store within the archive strong room on the first floor which is both highly secure and environmentally controlled. The Library also houses the Cromwell Collection, which embodies the Cromwell Association library, Cromwell Museum resources and original documents in the Huntingdonshire Archive. This has the potential for joint activities and projects.

Thanks to support from Huntingdon Town Council, the Museum has access to facilities within the Town Hall, just across the road from the Museum. This includes offices for Museum staff to use (including attendant facilities for photocopying etc); a kitchen and toilet facilities for staff, volunteers, and group visits; use of the historic courtrooms for education, events, and group visits; use of rooms for meetings; and use of the assembly room for talks and lectures. This partnership has revolutionised the Museum's way of working and potential for attracting visitors over the last few years.



*One of the historic courtrooms in Huntingdon Town Hall which we use*

## Staff and Volunteers

The Museum currently has two paid full-time members of staff, the Museum's **Curator**. This post is held by a qualified (postgraduate) Museum professional with at least five years' experience in a similar role. The current Curator is Stuart Orme. He is responsible for the following areas on a day-to-day basis:

- Managing the building, collections, and items on loan to recognised standards, including collections development, documentation, conservation, research, loans, and display.
- Delivering an engaging programme of displays and exhibitions (permanent and temporary) drawn from and inspired by the collections and the stories they represent.
- Managing the day-to-day running of the museum – managing the budget, coordinating volunteers, and improving the visitor facilities to maintain a high-quality visitor experience.
- Working with the Board of Trustees to devise the strategy and forward plan and then deliver these and report progress to the board.
- Working in partnership to deliver an inspiring programme of formal and informal activities for visitors of all ages, both real and virtual, to increase engagement with Cromwell and his legacy.
- Participating in local and regional networks to promote the museum and raise its profile.
- Developing a sustainable network of key stakeholders and partners to assist in delivering our vision and maintain a high profile.
- Ensuring that all work is undertaken with a high regard for Health and Safety.
- Ensuring everyone has fair and equal access to all that the Cromwell Museum has to offer.



The Museum took on a second member of staff in May 2021, a **Learning and Communities Officer** funded by the Wolfson Foundation. Kristina Kapitza holds this post and has been part-funded for a further three years by the Garfield Weston Foundation. Kristina's role includes:

- Leading on and delivering an innovative cross-curricular schools programme, delivering on-site sessions at the Museum, off-site sessions & supporting materials, working with teachers and learning institutions.
- To develop links with community groups and organisations to encourage them to use the Museum, its collections, and services, engaging with the Museum and helping shape its development.
- To work with and support our volunteers in delivering group sessions and events, school sessions and other learning related activities.
- To run workshops, activities and special events for families, local community organisations, adults, and groups, both on and off-site.
- To assist with the marketing and promotion of the Museum through the production of printed and online materials, promotional activities, managing databases etc



The Trust will aim to employ further staff down the line, as funds allow and as the Museum expands as per our vision. All paid staff are recruited by open advertisement in local and specialist professional press, with shortlisting, interviews and scoring of performance as per best practice, and references and other checks conducted as required for each role. Training opportunities are encouraged to be taken as part of continuous professional development, and board members seek to mentor and support staff, as necessary. An induction is provided to new staff to embed them within the organisation.

Volunteers are recruited by several ways – by personal networks, by them approaching us, by proactive advertising within the Museum, on volunteering websites or other organisations. Prospective volunteers are asked to fill in an application form and provide two referees, with references taken up (for education volunteers this will also include a DBS check). The Museum’s curator then conducts an informal interview to discuss potential volunteering opportunities and what would suit the volunteer concerned.

Volunteers are provided with a copy of the Volunteer Manual, which includes codes of conduct, museum procedures, complaints procedures, health and safety information and frequently asked questions. They are then put through a two-hour induction session to introduce them to the Museum and what we do. Further induction sessions are then provided as required to induct the volunteer into their chosen area of work within the Museum, within one of three areas currently:

- Front of house – staffing the Museum desk, greeting visitors, answering questions in person or by phone, taking shop sales
- Events – assisting with the delivery of Museum events and activities
- Education – assisting with the delivery of Schools sessions or guided tours of the Museum.



We keep in touch with volunteers with a monthly meeting, usually on a Monday (currently via Zoom), by a weekly e-mail circular, and by a quarterly newsletter ‘True Relation’. Volunteers are encouraged to pop in and chat and ask questions, voice ideas or concerns. Normally we have a volunteer’s day out in the summer and a Christmas drinks party in the winter as a further way of saying thank you.

An annually elected representative of the volunteers attends Board of Trustee meetings.

# Fundraising at the Cromwell Museum

We are a relatively new organisation – the Museum Trust was only established in 2016 – and as such have had to learn quickly about fundraising, not least as a small charity which is dependent on fundraising both for development and inspiration projects, but for funding some of our core activities. Our Curator brought a certain amount of experience and expertise, which has been bolstered over the last year by working with an external fundraising consultant, Jason Dyer.

Our fundraising thus far has been focussed on several areas:

- **Grant Applications, Trusts, and Foundations.** Over the last 5 years we have been quite successful in engaging with several funders including Arts Council England, the Wolfson Foundation, the Garfield Weston Foundation, the Huntingdon Freeman’s Trust, the Association of Independent Museums, and others, raising some £460,000 in total over that time.
- **Fundraising Schemes.** Specific fundraising schemes have been utilised, including an ‘adopt an object’ scheme, online donations for support during the pandemic, and crowdfunding for a specific acquisition.
- **Membership Organisation.** The Friends of the Museum was established as a separate organisation in 2013; this has now been taken in house and is under development to make a more effective means of engagement with our visitors, as well as a fundraising arm.
- **Private Donors.** A small number of individuals have donated privately to the Museum; there is more work to be done in this area.

We are now looking to professionalise and develop these existing streams of funding, adding others if possible, and embedding this work within our organisation, bringing in time and expertise with this role to embed effective fundraising as part of our day-to-day business.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

**Art Fund**



**Huntingdon Freeman's  
Trust**

**The Wolfson  
Foundation**



Building communities. Transforming lives.

# Application and Selection Process

If you think you have the skills and expertise we are seeking, then we would like to hear from you.

Please send your current CV and an accompanying letter (no more than 2 sides of A4) outlining your suitability for the post, along with the names and contact details of two referees to the museum's Curator, Stuart Orme, via e-mail to: [sorme@cromwellmuseum.com](mailto:sorme@cromwellmuseum.com). **Please title your e-mail 'Fundraiser Post Application'.**

**The deadline for applications is by 5.00pm on Friday 28 April 2023.**

Shortlisted candidates will be invited to attend an interview in Huntingdon on dates in the week beginning 8 May 2023.

## Enquiries

If you would like an informal conversation about the role then please contact our Curator, Stuart Orme, via e-mail at: [sorme@cromwellmuseum.com](mailto:sorme@cromwellmuseum.com) who will be pleased to assist.



Cromwell Museum Trust, c/o Huntingdon Town Hall, 53 High St, Huntingdon PE29 3AE

Cromwell Museum Trust is a Charitable Incorporated Organisation.

Registered with the Charity Commission in England & Wales no.1166233