

# **CULTURE** PERTH & KINROSS

## **Trustee Recruitment Pack**

### **2025**



Company Number SC518247  
Scottish Charity Number SC046353

## Summary

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Culture Perth and Kinross is a dynamic charitable trust with ambitious plans which include the opening in 2024 of the new, 5\* Museum in Perth city centre.

Culture Perth and Kinross is a registered charity operated as a company limited by guarantee. The Board of Directors of the company are also Trustees of the charity. To support the continued development of our organisation and our Board we are recruiting for new Trustees. We are particularly keen to recruit individuals who have experience in one of the following key areas:

- Finance and accounting in either the public, private or charitable sector
- Commercial development and/or Fundraising
- Law, and particularly how this relates to charity and public sector governance
- Cultural services such as Museums, Libraries and Events
- Digital technologies and their application in cultural settings and business transformation; this could be in areas of events and installations, interpretation, software and supporting systems, CRM, conservation or in-gallery/display interactives.

Culture Perth and Kinross values diversity and actively seeks to create a workplace where everyone feels welcome and respected. We particularly encourage applications from individuals who identify as members of underrepresented groups.

**Salary:** This is an unpaid appointment. Travel and other expenses incurred whilst travelling to meetings of Culture Perth and Kinross will be redeemed.

**Time Commitments:** Trustees can expect to commit the equivalent of around 8 days per year (12 days for office holders), not including travel, as a minimum. Board meetings take place quarterly, with a maximum of two additional strategic sessions each year. Trustees will also participate in at least one Board Sub-Committee which meet up to 6 times per year.

**Location:** Culture Perth and Kinross Board Meetings are held in Perth, either at the organisation's registered offices are at AK Bell Library, 2-8 York Place, Perth, PH2 8EP or at Perth Art Gallery, George St, Perth PH1 5LB. Committee meetings are held online using Teams.

**Expressions of Interest should be received by 12pm Monday 5 May 2025.**

## The Charity

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Culture Perth and Kinross is a dynamic charitable trust, formed in 2016, as an Arm's Length External Organisation (ALEO) by Perth & Kinross Council. The Council is the main funder of CPK, which is commissioned to deliver services throughout the region through a Service Level Agreement. CPK's vision is to *'be at the heart of a Community that connects people, ideas, knowledge and collections'*, and mission, *'to develop and deliver a range of innovative and creative cultural services, public programmes and partnerships which engage a wide and diverse audience in the best of local, national and international culture'*

The Trust currently has 122 staff working to deliver services across the Perth and Kinross region. It looks after the Perth and Kinross Archive, Local and Family History Service, 12 Public Library venues and 2 Mobile Libraries, Perth Art Gallery and Perth Museum. The Charity is steward for the Recognised Collections of Perth and Kinross which are nationally significant and comprise more than 450,000 objects.

In 2024/25 Culture Perth and Kinross welcomed more than 767,300 physical visits to venues and more than 2,000,000 online visits.

In March 2024 Culture Perth and Kinross opened a new museum housed in the former City Hall. Perth Museum is the new home of The Stone of Destiny, also known as the Stone of Scone and showcases our extensive collection while telling the story of Perth's importance to Scotland. The new Museum houses permanent galleries, more than 400sqm of temporary exhibitions space, a learning suite, café and retail offer.

## **The Role of the Board**

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The **Charities and Trustee Investment (Scotland) Act 2005** (the 2005 Act) defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For Culture Perth and Kinross, the Board of Directors are Charity Trustees and are referred to simply as Board Members.

The Board comprises:

- Chair (drawn from independent membership)
- Vice Chair (drawn from independent membership)
- up to eight independent Members
- three appointed Members, (drawn from the Elected Members (Councillors) of Perth and Kinross Council).

The Board appoints a vice chair, and the chairs of its sub-committees from among the independent Members.

The Board of Culture Perth and Kinross must act, at all times, in the best interests of the trust. They are trusted to look after the charity's assets and are responsible for making sure that the charity fulfils its charitable purposes. We ask that our Board Members work together as a team to support the achievement of our charitable objects.

There are general duties that help charities to be run properly and specific duties that are legal requirements all charities must meet. A charity trustee must:

### **1. Act in the interests of the charity:**

- 1.1 You must operate in a manner consistent with the charity's purpose
- 1.2 You must act with care and diligence
- 1.3 You must manage any conflict of interest between the charity and any person or organisation who appoints trustees

## **2. Comply with the 2005 Act (specific duties):**

- 2.1 Charity details on the Scottish Charity Register
- 2.2 Reporting to OSCR: making changes to your charity
- 2.3 Financial records and reporting
- 2.4 Fundraising
- 2.5 Providing information to the public.

Board Members are not only responsible for their own actions, they are also responsible for the actions and decisions taken by the Board when acting together.

### **Time Commitment**

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Board Members are expected to attend an induction session prior to their first Board Meeting.

Members are expected to attend all meetings of the Board and whilst it is possible to miss one meeting, a member not attending for two consecutive meetings will be deemed to have resigned from the Board unless exceptional circumstances apply. Board meetings usually last for 2hrs and if circumstances require a longer meeting, advance notice of this will be given.

Board meetings are held up to six times a year during normal office hours and dates are set up to a year in advance.

Up to two additional meetings per year will be held for strategic planning. These meetings normally take place following a Board Meeting and include a lunch. In the afternoon following these meetings opportunities to meet with staff and visit frontline service activity will be scheduled for those Board Members who wish to attend.

Papers for Board Meetings are distributed one week in advance of meetings and it will be assumed that members have read these prior the meeting.

Board Members will be asked to join at least one of 3 Board Committees, each of which meet up to 6 times per year in between Board Meetings and last for approximately 2hrs. These are held online using Teams.

The Committees are:

- Finance and Resources Committee
- Audiences, Marketing and Communications Committee
- Strategy and Development Committee

Board Members can claim out of pocket expenses incurred in travelling to meetings.

### **Person Specification**

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Each Board Member must have:

- A commitment to the mission of Culture Perth and Kinross
- A willingness to meet the minimum time requirement

- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind and challenge where necessary
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of Culture Perth and Kinross

Culture Perth and Kinross values diversity and actively seeks to create a workplace where everyone feels welcome and respected. We particularly encourage applications from individuals who identify as members of underrepresented groups.

The Board currently has skills and experience in the following areas:

- Financial management, income generation and enterprise
- Public policy and public affairs
- National and local cultural and heritage sector and specifically libraries, museums, and archives.
- National and local government and statutory bodies
- Trading subsidiaries and commercial activity
- Human resource management
- Volunteering Management/Strategies
- Fundraising
- Collaborative partnerships

**For this opportunity we are keen to recruit individuals with experience in one of the following areas:**

- **Finance and accounting in either the public, private or charitable sector**
- **Commercial development and/or Fundraising**
- **Law/Governance, and particularly for this charity and public sector governance and the inter-relationship between Culture Perth and Kinross and Perth and Kinross Council**
- **Cultural services such as Museums, Libraries and Events**
- **Digital technologies and their application in cultural settings and business transformation; this could be in areas of events and installations, interpretation, software and supporting systems, CRM, conservation or in-gallery/display interactives**
- **The Board is also keen to recruit those with strong local connections, whether in the above specific roles or those having a more general involvement in the cultural and/or business life of the area.**

## **How to Apply**

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Individuals should express their interest in writing, setting out clearly the experience they have in the areas identified and how they meet the Person Specification identified above. The name and contact details for two referees should be included in this submission.

**Expressions of Interest should be received by 12pm on Monday 12 May 2025.**

Submissions should be sent to:

**Chair, Culture Perth and Kinross  
c/o AK Bell Library  
2-8 York Place  
PERTH  
PH1 3UY**

Individuals may contact the Chief Executive of Culture Perth and Kinross for more information on the role and an informal discussion about the organisation before they apply, however this is not a requirement of application. Contact, [HSmout@culturepk.org.uk](mailto:HSmout@culturepk.org.uk) 01738476282

Shortlisted candidates will be asked to attend a meeting with members of the Board and the successful candidate will be contacted by a member of the Board to confirm their appointment.

Induction for the successful candidate will take place prior to attendance at a first Board Meeting.