



# BURTON CONSTABLE

FOUNDATION



## RECRUITMENT OF BURTON CONSTABLE FOUNDATION TRUSTEES

Information Pack 2021

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## FOREWORD

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Welcome and thank you for your interest in the Burton Constable Foundation. This information pack describes the background, role and responsibilities for prospective Trustees. I hope it will convince you to pursue this opportunity.

Burton Constable, an Elizabethan mansion House with collections, Georgian stables and Capability Brown parkland has over seven-hundred years of fascinating history and, more importantly the Trustees (including the resident Constable family), have an exciting and inspiring vision for its long-term future.

In 2019 we embarked on a Resilient Heritage Project, funded by the National Lottery Heritage Fund, to help secure the future of Burton Constable. The funding gave us the opportunity to look at how we attract new audiences and develop new income streams to ensure that Burton Constable continues to fulfil the potential that the National Heritage Memorial Fund first realised in 1992 when the house and grounds were saved for the nation.

We believe that Burton Constable has the potential to achieve far more than it does at present. The House and collections are of national importance. The 18th century 'Cabinet of Curiosities' is the only one to survive in its original country house location and should be known by a much wider audience.

The Burton Constable Foundation recognises that the Trustees are essential in delivering that vision. We are seeking three new Trustees to strengthen our expertise in fundraising, audience development and managing and promoting the Country House as a visitor attraction.

If you have the skills and experience to help us achieve our vision, we would very much welcome your application.



**Robert Sword FRICS FAAV**  
Chair, Burton Constable Foundation



## ABOUT US

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The Burton Constable Foundation was established in 1992 to maintain for the public benefit Burton Constable Hall, together with its collections, associated buildings and parkland and to conserve them and make them available to members of the public.

Burton Constable is full of amazing collections built up by the Constable family, who have occupied the house since medieval times and whose descendants still reside in the South Wing and sit on the Board of Trustees.

The magnificent stables at Burton Constable were built in the 1770s to designs by the architect Timothy Lightoler. By the 19th century the stables contained four carriage houses, with stalls for hunters in the north courtyard and stalls for 'old hack horses' and 'draught horses' in the less grand south courtyard.

The Hall and stables are surrounded by 330 acres of stunning historic Grade II\* Listed parkland – the best documented example of a landscape designed by 'Capability' Brown.

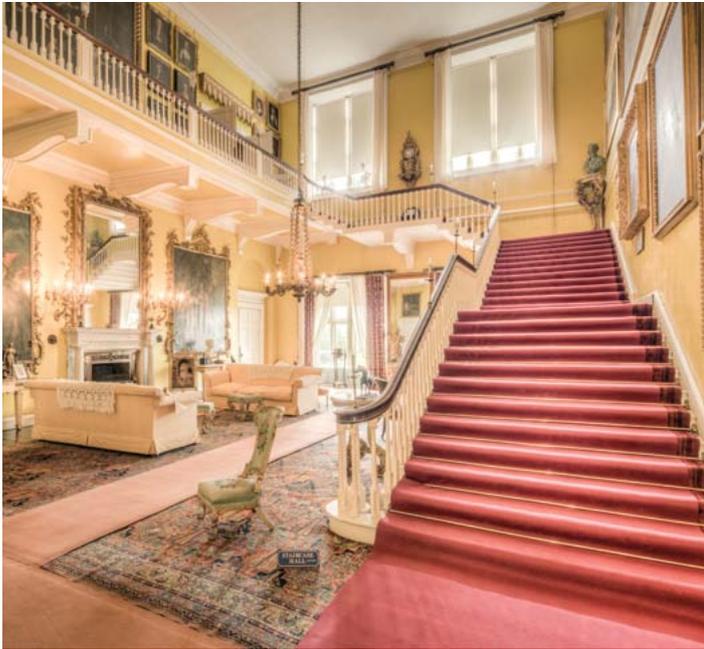
We have eight Trustees on our governing body, including two members of the Constable Family, and a small team of twelve dedicated and enthusiastic staff, led by the Director. This team is joined each year by a further eight seasonal staff.

Burton Constable grounds are open to the public throughout the year, with the Hall opening from Easter to October, and they attract approximately 32,000 visitors each year. We believe that we can increase our visitor numbers to 80,000 over the next ten years.

A programme of changing exhibitions is offered in the Hall and Carriage House. Events and activities are held throughout the year. We have meeting rooms and event spaces available for hire, which are used throughout the year for a variety of events. We are launching as a wedding venue in 2021.

We offer a range of volunteering opportunities including work in the gardens and grounds, work on the collections, archive research and house guides. At present we have approximately 100 volunteers.

We have an active Friends organisation, with around 400 members, who work hard to raise funds to support our work. Over the years they have made a great number of valuable contributions that have helped fund conservation projects, improve visitor facilities and acquire items previously separated from the collections and return them to Burton Constable Hall. Many of the Friends are actively involved in giving their time to act as volunteer house guides and garden volunteers.



## A BRIEF HISTORY

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Burton Constable Hall, a Grade I Elizabethan mansion, was built in the 1560s and has been the home of the Constable family since that date. The Family continue to reside in the South Wing of the Hall and to play an active role as Trustees of the Burton Constable Foundation.

The Hall and Grounds are highly regarded locally and nationally, with the Hall being described as ‘Hull’s Stately Home’. We have won the Small Visitor Attraction category in 2017 and 2018 at the ‘Remarkable Hull and East Yorkshire’ Awards and are seen as key to the tourism offer in the region.

There are over 100 rooms in the Hall, 30 of which are open to the public. The collection consists of almost 30,000 objects. These range from the largest suite of Chippendale seat furniture known to survive in its original location, to the contents of the lamp room which gives us an insight into the lives of the Victorian Servants.

Burton Constable has a fascinating story to tell. Having such a long connection with the same family the house retains not only its original contents but a rich archive, and more stories left to discover. Our intention is to research, conserve and develop the collections and to tell the story in a new way - putting the people back at the centre of the story.

We received support from the National Lottery Heritage Fund in 2019 for a Resilient Heritage Project designed to increase our organisation resilience and sustainability, to secure the future of Burton Constable by reviewing the effectiveness of the organisation including reviewing our governance and relationships with key stakeholders, building capacity through adopting new ways of working, testing out ideas, increasing the skills of staff, volunteers and Trustees and becoming more financially sustainable.

We were able to create a detailed master plan that clearly identifies what can be done going forward to develop Burton Constable as a visitor destination, based on thorough research and consultation, in order to maximise our resilience and financial sustainability and to provide the robust basis and justification for future funding bids.

The project sought to change attitudes and behaviours and to make sure that our staff, Trustees and volunteers have the skills and resources needed to make better decisions.

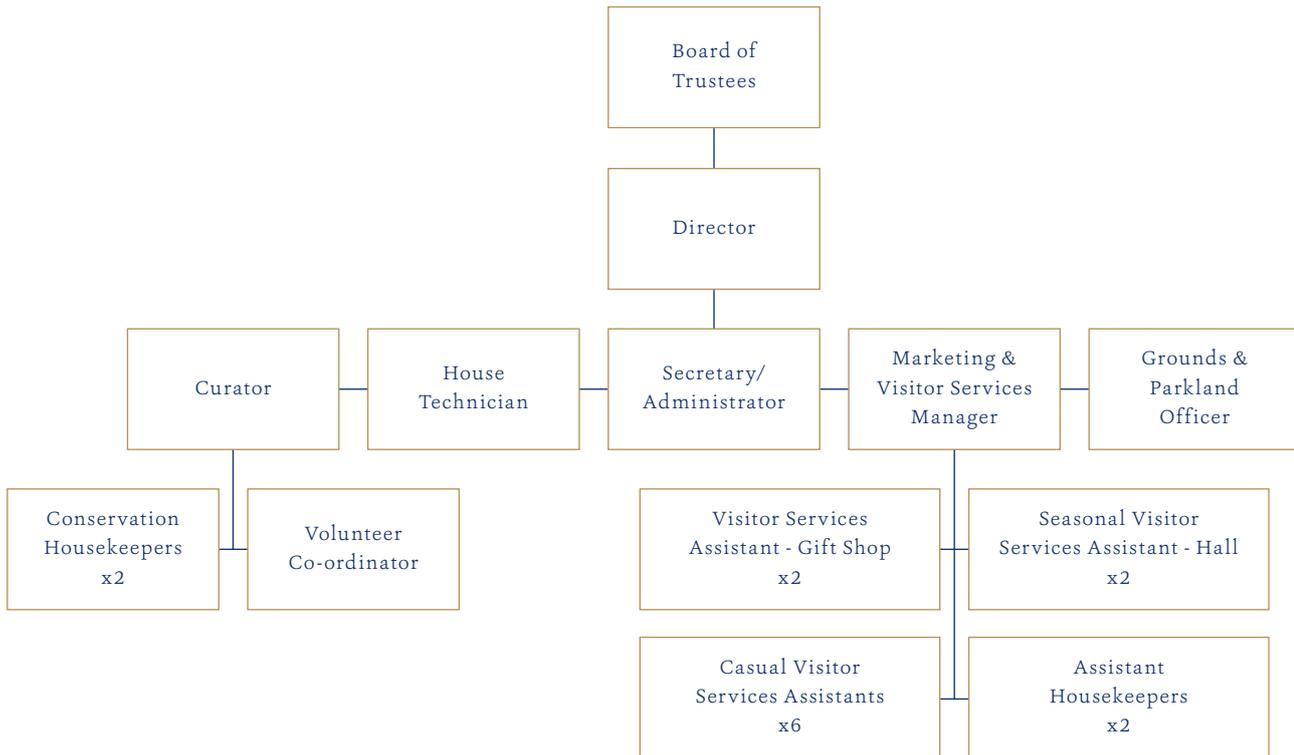
The challenge for the Trustees, staff and volunteers at Burton Constable over the next ten years is to make the most of our assets, maximise income generation potential and secure new sources of funding through commercial and fundraising activities.

We want to make this incredible place and its stories more accessible, more widely known and cherished by more people – both in our local community and nationally.



## HOW WE ARE STRUCTURED

The Burton Constable Foundation is a registered charitable company (Registration No: 1010121) limited by Guarantee. As the trading developments are increasing with the proposals for the Stables to include the gift shop, tea-room and other trading outlets, the Trustees are investigating setting up a Trading Subsidiary.



## OUR VISION

To nurture the cultural heritage of Burton Constable to promote learning, engagement and enjoyment for the present and future generations.

## OUR MISSION

### Our five key aims are as follows:

- Create a sustainable future for the Burton Constable Foundation
- Maintain and develop the cultural heritage of Burton Constable
- Increase public engagement with Burton Constable
- Enhance the reputation of Burton Constable
- Inspire staff, volunteers and others to work with and for Burton Constable

## BEING A BURTON CONSTABLE FOUNDATION TRUSTEE

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The Burton Constable Foundation wishes to appoint three Trustees to join the Board in providing excellent governance and strategic development of the charity.

### THE ROLE OF A BOARD MEMBER

- To ensure that the Burton Constable Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the Burton Constable Foundation pursues its objects as defined in its governing document.
- To ensure the Burton Constable Foundation manages its resources responsibly – in a low-risk manner and exclusively in support of the Foundation’s purpose.
- To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the Burton Constable Foundation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Burton Constable Foundation.
- To ensure the financial stability of the Burton Constable Foundation and assisting in securing future support.
- To protect and manage the property of the Burton Constable Foundation and to ensure the proper investment of the Foundation’s funds.
- To appoint and support staff and monitor their performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve (for example) leading discussions, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.





## THE SKILLS WE ARE LOOKING FOR:

**Following a recent skills audit we are particularly looking to add the following areas of expertise to our Board:**

- Fundraising support
- Audience Development
- Managing the Country House as a visitor attraction

**In addition to these areas of experience and knowledge, each Trustee must have:**

- A commitment to the mission of the Burton Constable Foundation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- 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 corporate entity and to take decisions for the good of the Burton Constable Foundation
- A commitment to confidentiality about the trust's affairs that will continue beyond the trustee's term of office
- A willingness to work cooperatively with staff, volunteers and the community.

## TERM OF OFFICE

Trustees may serve up to three terms, each of three years.

## TIME COMMITMENT

Board members will undergo an induction process as part of their appointment to the Board which will, at some point, include a visit to Burton Constable.

There are three full Board meetings per year – February, June and October. In normal circumstances these are held at Burton Constable, but virtual meetings are now more the norm. Papers are issued in advance by email and will need to be read before the meeting.

In addition, some Board members may join committees such as the Finance, Risk & Remuneration, Family Liaison, Curatorial, Development, or temporary working groups (e.g. Nominations), which will require their attendance at additional meetings.

In addition, Trustees may bring their expertise to work on specific tasks or projects with other Board members or the Executive team as required.

## REMUNERATION

This is a voluntary appointment. Travel expenses are paid.

## ELIGIBILITY

You must be over 16 years of age.

### **You have not been disqualified under the Charities Act for:**

- Having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Being bankrupt or entering into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- Having been removed as a company director or charity trustee because of wrong-doing

## EQUAL OPPORTUNITIES

We welcome candidates who think they have these skills and can offer a positive contribution as a trustee. We would like to particularly encourage those from diverse ethnic backgrounds, people belonging to minority religions, LGBTQ+ people and people with disabilities and long-term conditions to apply, to bring fresh perspectives through their lived experience.



## APPLICATION & SELECTION PROCESS

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

Please send your current CV and an accompanying letter (maximum 2 sides of A4) with the names and contact details of two referees to [susanhopkinson@burtonconstable.com](mailto:susanhopkinson@burtonconstable.com) by 5.00 pm on Monday 10 May 2021. Please state where you heard about this opportunity in your application.

### TIMETABLE

Closing Date for Applications	5 pm on Monday 10 May 2021
Trustee Interviews	19 & 20 May 2021 via zoom
Recommendations to the Board and appointments made	24 May 2021
Induction Period Commences	May-June 2021
New Trustees inaugurated at Board meeting	28 June 2021

### ENQUIRIES

If you would like an informal conversation about the role then please contact our Director, Susan Hopkinson, [susanhopkinson@burtonconstable.com](mailto:susanhopkinson@burtonconstable.com) who will be pleased to assist.



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