



TRUSTEE RECRUITMENT PACK

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1. WELCOME

Thank you for your interest in becoming a Trustee of Westonzoyland Engine Trust (WET). This recruitment pack provides you with a brief introduction to the Museum and the Trust and outlines our plans for the future.

WET manages the historic Westonzoyland Pumping Station and an important collection of steam engines that once powered local industries. We are a successful fully Accredited Museum and a live steam attraction. Our future plans include restoring and opening the Keeper's Cottage to the public, renovating the Engine House and developing a new exhibition area for our growing collections.

To help us deliver our aspirations we are seeking up to three new trustees to join our Board to work with us at an exciting time in our development who can bring experience and skills in finance, fundraising, marketing and museum practice. Board experience is not essential, but a commitment to be actively involved and contribute to our aims with time, energy and skills are a must.

I hope that after reading this information you will feel encouraged to apply to become a Trustee.

If you would like an informal discussion before making an application please contact me on: jason.keswick@wzlet.org.uk or 07976834689

Jason Keswick

Trustee
Westonzoyland Engine Trust



2. WESTONZOYLAND ENGINE TRUST

The Westonzoyland Engine Trust (WET) has developed from preserving and securing the historic Westonzoyland Pumping Station and its related buildings by the Somerset Industrial Archaeology Society in 1977 to become a working steam museum featuring an important collection of Somerset steam engines and a ride on light railway. We operate as a successful visitor attraction with a dedicated and skilled team of volunteers who maintain and restore the machinery and open the site to visitors on live steam days and at weekends. We generate a small annual surplus, enabling funding of minor maintenance and incremental improvements to the site.

We are constituted as a Charitable Incorporated Organisation (CIO). We currently have six trustees, meeting at a minimum of four times a year on site and/or on Teams. Many of our trustees act as volunteers, maintaining machinery and operating the site on public open days.

Our Charitable Object

The advancement of the education of the public regarding steam power and land drainage primarily, but not exclusively, by operating the Westonzoyland Pumping Station, Hoopers Lane, Westonzoyland, as a museum open to the public.

Our Vision

"The Westonzoyland Engine Trust aspires to tell the stories, past and present, of the water management of the Somerset Levels and use of steam power in local industries through its historic collections and buildings and to secure their survival."

3. TRUSTEE ROLE DESCRIPTION

The Trustees have overall responsibility for the Trust and act as its governing body. Trustees are legally responsible for directing the affairs of the Trust, ensuring it is solvent, well run, and delivering its charitable objectives.

Trustees will not be paid, but reasonable expenses may be reimbursed. Remuneration for specific professional services may be agreed in certain cases.

All Trustees are collectively responsible for the decisions and management of the Trust. The role of the trustees is to:

- Take ultimate responsibility for directing the affairs of the Trust, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure the Trust has a clear vision, mission and strategic direction and is focused on achieving these as the Trust develops.
- Act reasonably and prudently in the best interests of the Trust, never in pursuit of personal interests or the interests of another organisation, meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the Trust, both tangible and intangible, taking due care over their security, deployment and proper application.

Principal Tasks and Duties

Accountability, Legal and Financial Duties

- Report on the Museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the Trust complies with its governing document, charity law, company law and any other relevant legislation or requirement.
- Ensure compliance with external funder conditions and service contracts.
- Ensure that the charity's governance is of the highest possible standard, and that it is openly and transparently accountable to funders, customers and stakeholders.
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.

Policy and Planning

- Contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, setting policy, defining objectives and setting targets and evaluating performance.
- Approve and review the Museum's Business Plan, focusing on key issues and providing informed guidance on new initiatives.
- Identify new sources of income and opportunities to maximise income generation within the Museum and encourage an ethos of self-reliance
- Ensure that all significant risks associated with the Trust's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.

Advocacy

- Safeguard the good name and values of the Museum and the Trust.
- Promote WET, its activities and its needs to the public, private and voluntary sectors, so as to enhance the museum's profile and assist with its fundraising activities.
- Act as an enthusiastic and well-informed ambassador for the Museum.

Employment and Human Resources Duties

- Oversee the recruitment of volunteers.
- Ensure the safe and efficient use of premises for volunteers and the public, in- line with its Health & Safety Policy.

Sub-Committees and Working Groups

Trustees may be expected to take part in sub-committees and working groups to deliver specific functions in greater detail and particular time-limited tasks.

For more details of the specific legal obligations of trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

4. TRUSTEE PERSON SPECIFICATION

Trustees must have an ability to think strategically, focusing on major issues, while recognising the realities and practicalities of managing an independent heritage organisation.

Trustees should have experience and skills in one or more of the following areas:

Museum Practice, Marketing and Fundraising

Trustees should also have:

- Well-developed and effective networking skills in a range of contexts and situations
- Well-established and current professional networks that bring positive benefit to WET
- Good inter-personal, communication and advocacy skills
- A readiness and ability to take on and deliver agreed projects and areas of activity, including fundraising activities
- A commitment to the Trust's vision and empathy with WET
- An ability to command respect amongst stakeholders and decision-makers in the public and private sectors
- An ability to achieve the confidence and command the respect of staff, volunteers, and museum users
- Willingness to devote the time and effort, including attending trustee meetings and occasional events.

Conduct of Trustees

Trustees will be expected to abide by the Charity Governance Code for Smaller Charities: www.charitygovernancecode.org. For more details of the specific legal obligations of Trustees visit the Charity Commission website: www.charity-commission.gov.uk and follow links to their publications: CC3 *The Essential Trustee: What you need to know*.

5. ELIGIBILITY

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously have been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the *Company Director's Disqualification Act 1986*, or been convicted of an offence involving deception or dishonesty.

6. TIME COMMITMENT

The current Board of Trustees normally meets four times a year. However, it may be necessary to convene additional meetings if business dictates. It is essential that Trustees attend meetings when required, and before making an application, you should think carefully about your availability now and in the future.

Trustees are asked to commit to a three-year term on the Board, with the option of serving for a further two terms.

7. HOW TO APPLY

You are invited to apply in confidence by submitting your CV, together with names of two referees and a brief covering letter highlighting why you want to be a Trustee, how you feel you can contribute with reference to the skills and experience we are seeking, and any other information which you think will help the Selection Panel.

Please visit our website: www.wzlet.org to learn more about us. If you would like an informal exploratory conversation or to visit the Museum before making an application, please contact Jason Keswick on 07976834689 or email: jason.keswick@wzlet.org.

Please return you application by : 20/03/2026

We will acknowledge receipt of your application. Shortlisted applicants will be invited to an interview with the current Trustees to be arranged following the above deadline. Appointments will be based on merit.

Please email your application, in confidence, to: jason.keswick@wzlet.org.

