



Trustee Recruitment Pack

Message from the Chair:

Dr Freddie Law Turner

“Welcome to King John’s House and Museum. We are a small independent museum in Romsey, Hampshire currently entering an exciting new phase of our history and looking for a new trustee to help us take this forward. We are delighted that you are considering applying for the Trustee role with King John’s House and Museum and we look forward to meeting you very soon.”

King John’s House and Museum

King John’s House and the Tudor Cottage Trust Ltd is an independent charity and limited company (CC no. 276961). We are governed by a group of volunteer Trustees with different areas of expertise, and a small staff team.

Our Organisational Purpose

King John’s House and Museum (KJH) manages a small, independent museum in the heart of Romsey, opposite the east end of the Abbey. We comprise a Grade 1 listed medieval hall with later timber-framed additions, a beautiful volunteer-run garden and an Edwardian former shop comprising the museum and gallery space, café and offices. As Board, we ensure that KJH operates at all times in accordance with our founding documents.

Our Vision – KJH2030

Following a significant fire in February 2025, the Trustees are developing a new strategy for KJH (KJH2030) to make it a thriving, accessible cultural hub for Romsey and the surrounding areas, including conservation and restoration of the medieval hall, new gallery spaces both for displays of the permanent collection and for temporary exhibitions, a vibrant events and education programme and a number of fully-accessible spaces suited to multiple uses. We have recently been awarded National Lottery funding for a year of development work, looking at ways to make KJH financially independent and sustainable for the long term

Our Values

As Trustees, we will work towards our vision while following the seven principles of set out by the Charity Commission: leadership; integrity; decision making, risk and control; board effectiveness; diversity; openness and accountability; all underpinning our organisational purpose. The Trustees are governed by the Trustee Code of Conduct, available on request.



What we are looking for in a Trustee

We wish to inject fresh thinking and energy into the Trust and would welcome applications from people with a broad cross-section of skills and experience with strong local or regional connections. Previous experience in the museum/heritage sector would be helpful but is not essential. However, we are particularly looking for creative and forward-thinking people with experience of:

Fundraising

We want our board of Trustees to be inclusive, diverse and linked to local communities. We particularly encourage applications for Trustee roles from people who are underrepresented within our board and within the cultural sector in Romsey. This includes young people, people from global majority backgrounds, disabled people, LGBTQIA+ people and people from diverse cultural and faith backgrounds.

You do not need previous experience as a Trustee to apply.



What you will do as a Trustee

- Individually and collectively, Trustees have legal responsibility for the charity's management and administration. Have a look at the Charity Commission's guidance on Trustee duties here:
- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Collectively review and approve the charity's end of year accounts, budget, programme & policies
- Collectively monitor compliance, risk and impact of charity business
- Abide by KJH's Articles of Association, code of conduct, conflicts of interest, safeguarding, equity, diversity and inclusion, and other relevant policies
- Attend and contribute to 6 in person board meetings a year, held in Romsey
- Read background papers, and occasionally take collective decisions via email
- Be part of relevant sub-committees
- Represent the charity at events and among community members, current and potential funders

Fundraising – Key Responsibilities

- Develop and oversee the fundraising strategy of the charity, to fulfil both short and long-term fundraising goals
- Develop Friends and Patrons scheme and devise other specific fundraising appeals as needed.

For more details please contact Freddie Law Turner on chair@kingjohnshouse.org.uk

How to apply

Applications should be sent via email to info@kingjohnshouse.org.uk
Please send:

- CV outlining relevant experience (no more than two sides of A4)
- Equal Opportunities form
- An expression of interest to the trustee role to include what knowledge, skills, and experience you would bring to the role and what you personally hope to gain by becoming a trustee of King Johns House.

Recruitment Process and Timelines

Three current Trustees will form a recruitment panel. They will review applications, select those for interview and undertake the interviews.

Interview questions will give you the chance to expand your application and the strengths and experiences you could bring to the role.

Timelines for Interviews

Applications close midnight on Sunday 13 September 2026

Interviews will be held Friday 2nd October 2026