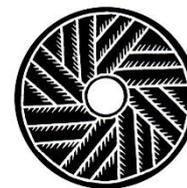


Walford Mill Education Trust Ltd



WALFORD MILL

Job Description	
Job Title:	Trustee
Location:	Walford Mill Crafts, Knobcrook Road, Wimborne, Dorset, BH21 1NL
Reports to:	Board of Trustees
Direct Reports:	None
Job status (full or part-time)	Part time
Contract type	Unpaid
About Walford Mill Education Trust:	
<p>Walford Mill Education Trust (WMET) is a registered charity (1049540) situated on the outskirts of Wimborne Town centre, a destination location that provides an attractive creative space for local makers to rent studio space and educate, design, make, and sell contemporary art and craft work. The building also offers exhibition and pop-up exhibition space for visiting artists and makers, and an education space where children’s after school classes are run by the Mill’s resident education officer, and a wide range of adult classes are held, from embroidery and painting to jewellery making and wood carving. We are developing a programme of grant supported activities to encourage wider participation in art and craft. These include classes for home educated students, art classes for the over 60s and bursaries for new makers.</p> <p>The core aims of the charity are</p> <ul style="list-style-type: none"> • to encourage, promote and maintain the highest standard of contemporary craft work and provide opportunities for new and emerging makers and artists to develop their business skills alongside their creative skills • to provide opportunities for the local and wider community to learn about art and craft through a programme of exhibitions and events and through participation, for all ages, in activities including talks and hands on workshops 	
Job Description	
<p>Trustees play a key role in helping maintain the charity on a day-to-day basis as well as directing its development. We are looking for Trustees who are passionate about the aims of the charity and prepared to be hands on, examples being: helping with some of the day-to-day activities and events, developing programmes, writing and reviewing policies and mentoring makers</p> <p>Key accountabilities include:</p> <ul style="list-style-type: none"> • Act as ambassadors and advocates for WMET • Approve strategic plans, budgets, annual accounts and policies • Be willing to contribute your time and knowledge 	

- Provide advice and support for the small team of employees and contractors and the resident makers and artists
- Sit on committees as required (e.g. representing the Mill in the organisation of wider town events or on the BID)
- Engage in the fundraising strategy and development activities wherever possible
- Attend events and activities held at the Mill
- Understand the legal requirements of being a charity trustee in the UK.

Location and Commitments:

The majority of in person activities take place in Walford Mill, Wimborne.

Time commitment:

- 4 board meetings in person per annum
- Monthly trustee catch up and planning meetings by Zoom, held in the evening
- One away day per year
- Attendance at events and activities
- Plus ideally a few hours per month providing support e.g. advising staff, helping set up events, writing policies

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Experience required:

Trustees don't need a background in art or the creative industries, but this experience would be useful. We are especially interested in recruiting trustees with experience in:

- marketing and promotion
- fundraising
- recruitment and management of volunteers
- law

However most people have transferable skills from whatever sector they work in or have retired from and if you have enthusiasm and skills to help us deliver our aims we would love to hear from you.

Accessibility:

The Mill building has 3 floors (ground floor exhibition space, studios and education room, 1st floor office and 2nd floor loft/studio space). The upper floors are only accessible by several flights of stairs and there are short flights of stairs linking different areas of the ground floor. There is also a

lift to aid access the different levels on the ground floor.

It is not a requirement of the role that trustees should be able to access all parts of the Mill building without aid.

How to apply:

Email info@walfordmillcrafts.co.uk and we will arrange for a trustee to contact you for a chat about the role.