



THE STAINED
GLASS MUSEUM

inspiring stories in glass, light and colour

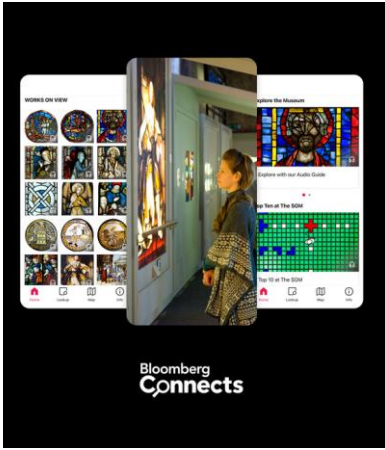
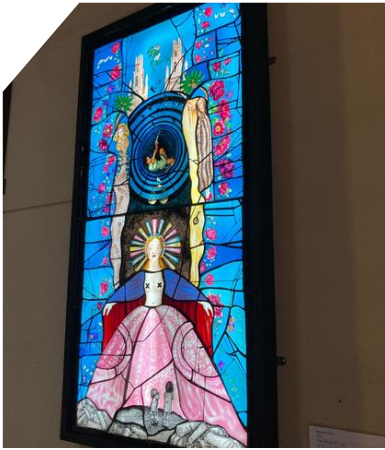
CHAIR OF TRUSTEES

RECRUITMENT PACK

2025

Charity no. 1169842
Accredited Museum no. 574





INTRODUCTION FROM BOARD OF TRUSTEES AND THE DIRECTOR

A National Role in a National Story

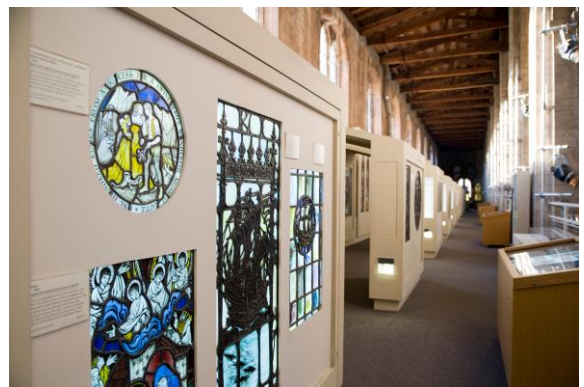
This is an exciting and important moment to take on the role of Chair of Trustees of The Stained Glass Museum, the only museum in the UK dedicated to the art and craft of stained glass. In 2023 traditional stained glass making was added to the Heritage Crafts red list of endangered crafts in the UK. As well as playing a key role in the preservation of this historic craft, our museum gallery is a vital source for future generations of stained glass artists.

Over the last decade The Stained Glass Museum has evolved considerably as an organisation – adapting to changes within the sector and in society. Public access to and engagement with these collections has been significantly enhanced through expansion of our learning and outreach programmes, digitisation and engagement online via social media and other digital platforms.

Our mission is to share its cultural, historical, and artistic significance with audiences of all ages and backgrounds. The Chair of the Board of Trustees plays a pivotal role in leading this mission, bringing together people, ideas, and ambition to champion one of Britain’s most distinctive art forms. As we pursue our next strategic chapter—improving access, implementing a new fundraising strategy, expanding our audiences, and securing a new long-term home—the new Chair will act as a confident public advocate, strategic leader, and collaborative partner to the Director and Board.

This is a rare and rewarding opportunity for an experienced leader with a passion for heritage to shape the future of a nationally significant cultural institution.

SGM Board of Trustees and Dr Jasmine Allen, Director



ABOUT THE STAINED GLASS MUSEUM

The Stained Glass Museum is an independent museum and registered charity, fully accredited with the Arts Council. Originally established in 1972 as a place of rescue for stained glass from ruined or redundant buildings, half a century later the museum still plays an active role in collecting, interpreting and preserving fine examples of stained glass from the past and present day.

The charity is governed by a Board of Trustees and managed by a small team of staff, led by the Director. The overall staff team equates to just under 5 FTE. The museum's annual turnover is around £300,000 per annum. For more information on the museum's finances see the Museum's annual impact reports: www.stainedglassmuseum.com/annualreview

The museum operates a permanent public gallery in a space in the triforium of Ely Cathedral, Cambridgeshire, which is rented from the Dean and Chapter. Within the south triforium is a permanent exhibition of more than 125 stained glass panels from our growing collection as well as objects on loan from partners including the V&A and the Royal Collection. This chronological display gives a unique insight into the fascinating history of stained glass, an art-form that has been practised in Britain for at least thirteen hundred years. Several 'hands-on' learning zones have been introduced to the gallery in recent years for younger visitors (and the young at heart!).

The museum currently attracts more than 17,000 paying visitors annually and engages with 2,000+ school-aged children and 200+ adults through our learning and workshops programme each year. The museum has a growing combined social media following of 19,500.



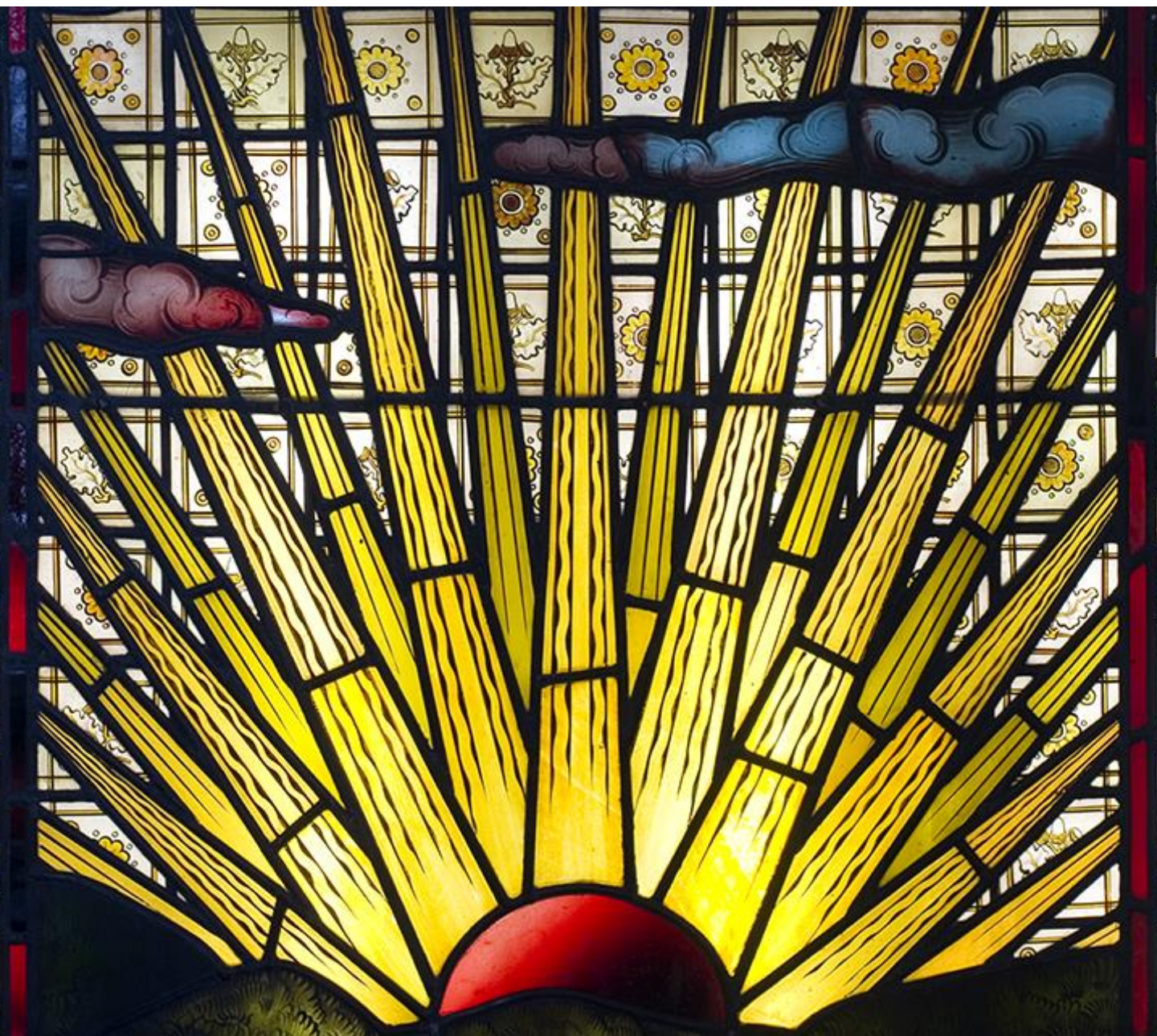
MISSION AND VISION

Our Vision

To be the national centre for enjoying and understanding stained glass through storytelling, creativity, and research.

Our Mission

To share with everyone the cultural and artistic importance of stained glass.



THE ROLE OF CHAIR OF TRUSTEES

We are seeking a dynamic individual to assume the position of Chair of Trustees, to provide inspirational leadership and robust governance to The Stained Glass Museum, guiding the Board of Trustees in overseeing the delivery of its charitable objectives. The Chair also serves as a highly visible ambassador for the organisation, building partnerships, advocating for its work, and helping to raise its profile and influence.

Working closely with the Director, the Chair ensures the effective functioning of the Board, supports strategic decision-making, and helps foster a culture of excellence, inclusion, and innovation.

Please see pp. [9-10](#) for the full role description and person specification.

Summary of Key Responsibilities of the Chair:

- Leading the Board in shaping and delivering the Museum's strategy, ensuring alignment with its vision, mission, and charitable purpose.
- Actively championing the Museum's ambition to be the national centre for stained glass, advancing storytelling, creativity, and research.
- Providing inspirational leadership that reflects the Museum's values and engages stakeholders, communities, and partners.

Previous experience as a Trustee would be highly valued.

Organisational Structure:

The successful candidate will join a Board of 10 members, including 3 newly recruited Board members, with diverse skillsets all of whom share an interest in heritage. For more information on the current Board of Trustees see our website: <https://stainedglassmuseum.com/team>.

The charity employs a dedicated staff team responsible for operating the museum leadership, visitors and retail, events and comms, learning, and finance. The Board of Trustees is not directly involved in the day-to-day operations of the charity.

TIME COMMITMENT

The Board meet five times a year, typically for about 2-3 hours on a weekday (currently Mondays and Thursdays). Most meetings are held online, with 1-2 per year in person (currently held in a hybrid format, enabling participation in person or via Zoom). Trustees receive papers in advance of Board meetings.

You may also be required to attend ad hoc sub-committees or working groups, key Museum events, stakeholder engagements and additional time may be required during periods of major strategic activity or change.

Please note that the position of Trustee is voluntary and unpaid, although we provide travel expenses to facilitate Board members' participation, if they wish to attend in person. All Board members serve terms of three-year periods, and a maximum of three terms.

TRAINING AND SUPPORT

The new Chair of Trustees will benefit from a comprehensive induction process, which will include visiting the museum, meeting the staff and briefings on the responsibilities and duties as Chair.

They will also receive support and handover from the outgoing Chair. A planned handover period with the current long-serving Chair will take place in late 2025, with the new Chair formally beginning their term in early 2026.

Furthermore, we are happy to arrange additional extra support or training for the role of Chair. They will work closely with the Director to ensure they have all the necessary resources and guidance.

All Board members are welcome to attend museum and are free for Board members to attend. In person events are at a reduced rate to cover the cost of the entry fee (if applicable).

INTERVIEW AND APPOINTMENT PROCESS

How we select candidates

We will review candidates against our role description (see [pp.9-10](#)) to assess how well they meet our requirements. Interviews will be informal conversations so that candidates can get to know us in addition to us being able to assess if you have the skills and experience for our future.

Those invited for an interview will be asked to talk briefly to summarise what key challenges they think may be facing us over the next five years. During the interviews, we will be looking for individuals who possess:

- Enthusiasm for the charity and the fulfilment of its objectives.
- Experience of management and Charity governance.
- Ability to chair a meeting, lead a group of people to decisions and support the staff team.
- Good judgment and clear vision.
- Knowledge of heritage charities and their roles.
- Acceptance of the legal role of a Trustee.

How to Apply

If you would like to discuss the role before applying, please contact the Director, Jasmine Allen | curator@stainedglassmuseum.com | 01353 660347.

To apply for the role of Chair of Trustees, please send an email with a covering letter and CV to curator@stainedglassmuseum.com: by **18 July 2025**

Interviews will take place online with members of our recruitment panel w/c 28 July 2025, with a second in person meeting, as needed.

Ideally the incoming Chair would be able to attend the autumn/winter Board meetings which will take place on Monday 15 September 2025 and Thursday 27 November 2025.



ROLE DESCRIPTION

Key Responsibilities

In addition to the general duties of a trustee, the specific responsibilities of the Chair are:

Strategic Leadership

- Lead the Board in shaping and delivering the Museum's strategy, ensuring alignment with its vision, mission, and charitable purpose.
- Actively champion the Museum's ambition to be the national centre for stained glass, advancing storytelling, creativity, and research.
- Provide inspirational leadership that reflects the Museum's values and engages stakeholders, communities, and partners.
- Act as a trusted strategic partner and constructive challenger to the Director and senior leadership team.

Governance and Board Development

- Ensure the highest standards of governance in line with Charity Commission guidance and the Charity Governance Code.
- Chair Board meetings effectively, promoting inclusive debate, accountability, and timely, evidence-based decisions.
- Oversee trustee recruitment, induction, succession planning, and skills development to maintain a diverse and effective Board.
- Lead periodic Board performance reviews and ensure compliance with the Museum's constitution, policies, and statutory obligations.
- Support the Director's performance and development through regular appraisal and strategic dialogue.

External Relations and Advocacy

- Represent the Museum externally with authority and enthusiasm, acting as its lead ambassador at public events and sector forums.
- Promote the Museum's work and impact to a wide range of audiences including funders, donors, policymakers, and peer institutions.
- Build and maintain influential networks to support the Museum's fundraising, partnerships, and strategic collaborations.
- Support income generation activities, including donor stewardship, cultivation events, and funding advocacy.

Support and Transition

- Work closely with the outgoing Chair during a structured handover period in late 2025 to ensure a smooth transition.
- Collaborate with the Vice-Chair and the broader Board, whose collective expertise spans museum practice, fundraising, education, project delivery, and digital innovation.
- Provide mentoring and guidance to the Director and contribute to the ongoing strengthening of the leadership team.

Essential Qualities and Experience

- A proven track record of senior leadership, preferably as Chair or Vice-Chair, in a charity, cultural, heritage or public organisation.
- A deep understanding of the UK's heritage, museums, and conservation sectors, and awareness of their current challenges and opportunities.
- A strong interest in stained glass, historic art collections, or material culture, with a demonstrable commitment to public engagement with heritage.
- Outstanding interpersonal and communication skills, with the presence and confidence to represent the Museum at the highest levels.
- A well-established professional network within relevant sectors (e.g. heritage, museums, fundraising, culture, public affairs).
- Strategic acumen, sound judgment, and an inclusive, collaborative leadership style.
- Strong understanding of charity governance, finance, and organisational development.

JOIN US

With over 40 years of success behind us and ambitious plans for the future, this is an exceptional opportunity to guide the next stage of The Stained Glass Museum's development. If you are passionate about heritage, strategic leadership, and public service - and believe in the enduring power of stained glass to inspire, educate, and connect - then we would love to hear from you.

CHAIR OF TRUSTEES

RECRUITMENT FAQ

1. Do I have to have expertise in stained glass or museums?

No, but we hope you will have a keen interest in stained glass, as well as an understanding of the role that museums play in the sector. You will be joining a group of people who have a real passion and expertise for our stained glass heritage.

2. I have never been a Chair of Trustees before, is that a problem?

No, we think we would be a great Charity for your first experience as Chair of Trustees. As we plan our future direction, we need new ideas and energies, so we would like you to have experience of being a Trustee, of leadership and management, to help that process work smoothly.

3. What do I gain from becoming a Trustee?

- Contributing to a great cause
- Strategic experience
- Professional networks
- Developing skills and experience
- Team working

Read more here: <https://reachvolunteering.org.uk/blog/five-career-benefits-trusteeship>

4. What skills are you looking for?

We are particularly seeking people whose skills lie in:

- Management and governance;
- Strategic and creative thinking;
- Representation of the charity and advocacy.

5. How can I find out more?

Visit our website www.stainedglassmuseum.com

Get in touch via the contact details on p. [8](#)



The Stained Glass Museum

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