



**PENLEE HOUSE COMMITTEE ADVISOR**

**ROLE DESCRIPTION**

- HOURS:** SIX EVENING MEETINGS PER YEAR
- REMUNERATION:** VOLUNTARY (reasonable travel expenses will be reimbursed)
- RESPONSIBLE TO:** Penlee House Committee Chair
- RESPONSIBILITIES:** To provide advice to the Penlee Committee in regard to fundraising, marketing and capital projects at Penlee House Gallery & Museum

**BACKGROUND:**

Penlee House is a well-loved art gallery and museum owned and operated by Penzance Council. The Penlee House committee has responsibility for the Gallery. The committee would like to expand to include up to three advisors to support the councillors and staff in moving the gallery forwards.

This is an exciting time for Penlee House. Having recently undergone an [independent review](#), the Gallery is looking to develop into the future, including undertaking major capital works to expand the Gallery's spaces and capacity for community and learning work. To do so it has identified some areas where external expertise and support would be welcomed.

**WHAT WE'RE LOOKING FOR:**

We're looking for up to three advisors who would be willing to give their time and expertise to help Penlee House achieve its vision, mission and values:

**Vision: To be at the centre of Penzance's cultural regeneration.**

**Mission: To inspire all who visit us, and transform lives in our local community, through the art and heritage of Penzance and west Cornwall.**

Values:

- We are a diverse and inclusive space for all.**
- We are a place of fun and enjoyment.**
- We strive for high quality and act with integrity.**
- We are trusted, dependable and professional.**

We are specifically looking for advisors with skills in:

- Marketing and communications
- Fundraising
- Capital projects

Ideally you will have some experience of applying these skills in the cultural or heritage sector.

These areas have been identified in the independent review as they are currently areas where there is limited experience and/or capacity within the existing team at Penlee House. The role of advisor is to help identify opportunities and advise on where capacity could be added. It is not expected for the advisors to take on any of this work in an unpaid capacity and any procurement of skills will happen in line with the Council's existing procurement rules.

You'll be someone who has great ideas but also a realistic understanding of what's achievable with limited resources. You'll be comfortable to challenge the committee members and staff to think critically about their work and you'll be supportive of them to help make their goals a reality. You'll be generous with sharing your networks and contacts to help Penlee House achieve its goals and to promote its work.

As the role is an advisory one, you will have no voting rights on the committee, however, your advice will be very welcomed. You'll be sent all of the committee papers via email a week before the meeting.

#### **TIME COMMITMENT:**

The Penlee House Committee meets six times per year. The meetings are usually held at the Penlee Centre in Penlee Park and start at 7pm on a Monday evening. During the course of the year there are occasionally some extraordinary meetings. We are looking for advisors who would be able to commit to attending the six committee meetings per year and extraordinary meetings when possible. It would also be helpful if you were willing to be occasionally contacted by staff and members of the committee at mutually agreeable times to help offer advice outside of the committee meetings.

The committee's membership changes each year, and the council changes with each election cycle. The next elections are due in 2025, so we are looking for advisors who would be happy to commit their support to the committee until the next elections in 2025, however, we do understand that things change and you may need to step down sooner.

There is no remuneration for these roles, as with the councillors on the committee, your involvement would be on a voluntary basis. However, reasonable travel expenses to attend the meetings will be reimbursed.

#### **HOW TO APPLY:**

If this sounds like you, please fill in an Expression of Interest form and return it to [sharron.goldingay@penzance-tc.gov.uk](mailto:sharron.goldingay@penzance-tc.gov.uk) **by 5pm on Friday 22 July**.

A small sub-committee of the Penlee House Committee and the Director of Penlee House will consider all applications and invite those most suitable to an informal interview, and, if

both parties wish to proceed, you'll be invited to a Committee meeting as an observer to see whether the role is for you. The Committee Chair will follow up with you after this meeting and, if both parties agree, your role as an advisor to the committee will be formally proposed and voted on at the next Committee meeting prior to final ratification by Penzance Council.