

# Board Trustee Recruitment Pack

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# Board Trustee

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Not For Profit / Third Sector

Non-Executive

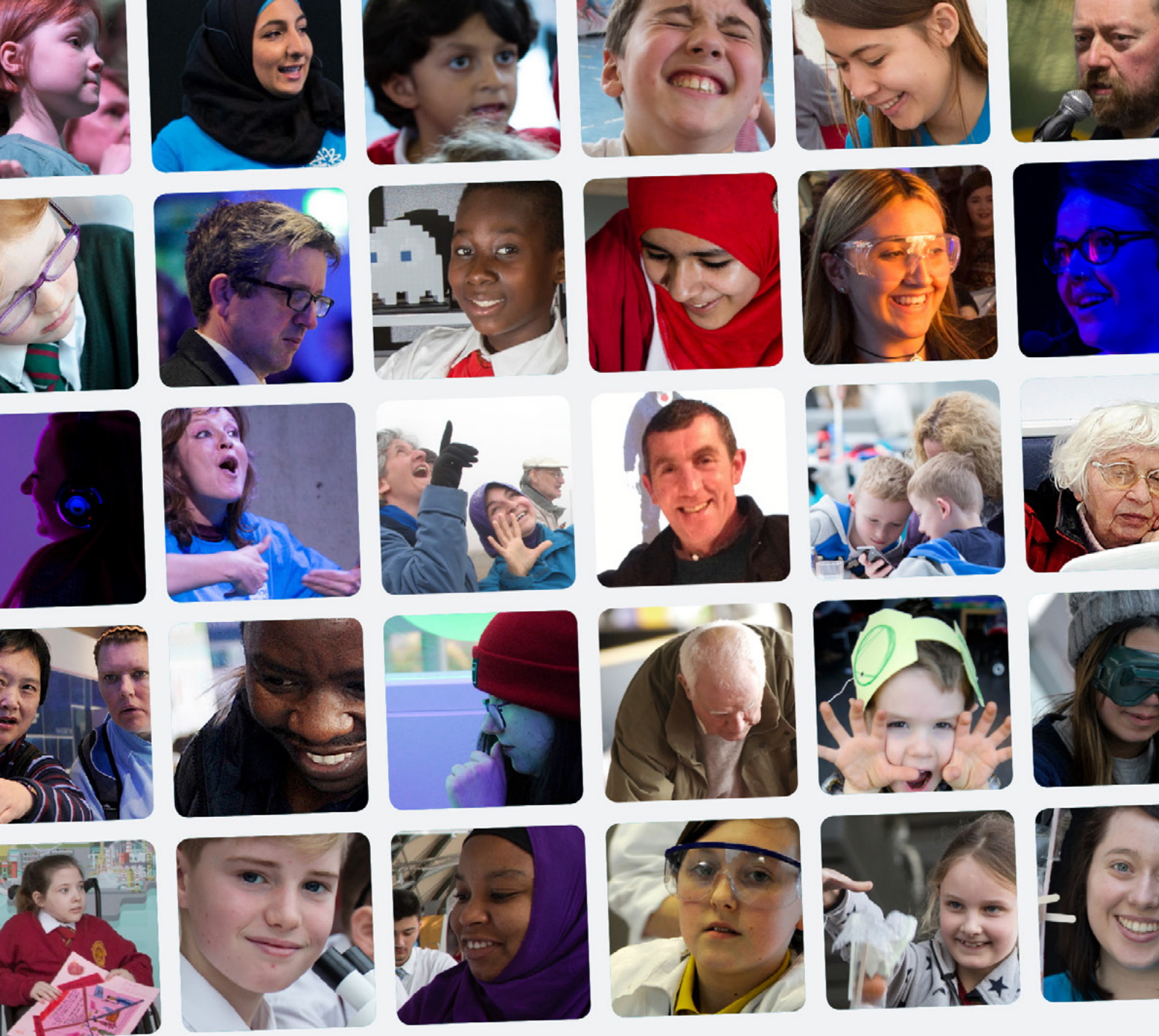
Scotland

Non-remunerated, reasonable expenses paid

## About Us

Glasgow Science Centre is a Scottish Charity and a unique 5-star visitor attraction with a vision for a Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, communities and society.

Our mission is to inspire people of all ages to explore and understand the world around them, and to discover and enjoy science. We have been delivering interactive science experiences to schools, families, and community audiences for over 20 years, in-house, online and through outreach and we are dedicated to raising awareness of the importance of science to our nation's wellbeing, economy, and society.



For more information, access our website at: [www.glasgowsciencecentre.org](http://www.glasgowsciencecentre.org)

# The Role

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We are recruiting for up to three new Trustees to help us grow our influence and impact across Scotland. We are also recruiting for one independent member of our Audit Committee who should be a member of the Institute of Chartered Accountants of Scotland, or of the UK Chartered Institute of Public Finance Accountants or of equivalent bodies of other countries.

Whether you are an experienced trustee or hoping to take your first step at board level, we would like to hear from you.

Trustees play a key role in shaping strategy and acting as ambassadors for the organisation. In addition, Trustees will monitor financial and operational activities, supporting and challenging the Management Team to deliver the organisation's mission and vision.

Glasgow Science Centre welcome applications from a wide range of sectors and are keen to hear from those who are passionate about science and widening participation. You will be committed to a charitable role where you can use your experience to influence the strategic direction of the organisation to better serve our communities and address business needs.

Board Members will also be expected to act as advocates for the organisation in the wider community of Glasgow and beyond. As an ambassador you will value and respect diversity and promote an ethos of equality and inclusion.

## Specific areas of experience that we require are noted below:

- Audit and Financial Management
- Community Learning and Development
- Education – Early Years/ Primary/ Secondary/ Lifelong Learning / Further and Higher
- Equality and Diversity
- Human Resources/ Employment Law
- Policy Development and Campaigning

**Glasgow Science Centre is particularly keen to enhance the diversity of its Board and would warmly welcome applications from people of all ages and from all backgrounds.**

**The Board meets four times a year at Glasgow Science Centre, 50 Pacific Quay, Glasgow. Some Trustees also represent the Board on sub-committees and working groups, which meet two or three times a year. Trustees will not be remunerated, but reasonable out of pocket expenses will be reimbursed.**

**A full role outline is included within this document below.**





## Further Information

A member of the Nominations Committee would be delighted to talk to prospective candidates. If you would like to discuss the Trustee role further, please email [recruitment@glasgowsciencecentre.org](mailto:recruitment@glasgowsciencecentre.org).

Further information about Glasgow Science Centre and its work can be found on the company website - [www.glasgowsciencecentre.org](http://www.glasgowsciencecentre.org)

## Application Information

**Please submit the following by Thursday 29th February 2024 at Noon**

- An up-to-date CV
- A supporting statement outlining your suitability and interest in the role (maximum 2 pages)

## Applications should be submitted to:

**Human Resources, Glasgow Science Centre, 50 Pacific Quay, Glasgow, G51 1EA or [recruitment@glasgowsciencecentre.org](mailto:recruitment@glasgowsciencecentre.org)**

**Interviews will likely take place w/c 25th March 2024.**

## Role Outline

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<b>Position</b>	Trustee
<b>Salary</b>	Voluntary
<b>Contract</b>	3 year term

Responsible to

**Chairperson of the Board**

### Key Responsibilities

- To ensure that GSC has a clear vision, mission and strategic direction and is focused on achieving these.
- To ensure that GSC operates lawfully and in accordance with its Memorandum and Articles of Association and that all its activities fall within its charitable purposes.
- To be aware of the duties and responsibilities set out in the current OSCR Guidance for Charity Trustees and ensure that GSC's governance is of the highest possible standard.

### Main Duties

<b>Mission</b>
To determine the overall direction and development of GSC by providing excellent governance and direction.
To ensure there is a common understanding by all Trustees and Staff of GSC's vision, mission and strategic direction.
To promote the decisions of the Board in public (when required) and provide the necessary support required to GSC Staff.
To ensure the CEO's annual and longer-term objectives support the achievement of the vision, mission and strategic objectives.
To actively promote and safeguard the name of GSC and its overall values.

## Legal

To be aware of and ensure all legal, moral, regulatory and statutory requirements are adhered to.

To ensure that GSC has adequate resources to undertake its charitable objectives.

To ensure the proper financial planning, management and control procedures are in place to inform the Board of actual and projected financial performance.

To ensure that major risks to which GSC is exposed are collated into a Risk Register which is reviewed regularly by Trustees and Staff and that actions are taken to mitigate or minimise these risks whenever possible.

To ensure that the responsibilities delegated to the CEO are clearly expressed and understood, and any directions given come from the Board as a whole.

Be aware of and abstain from any Conflict of Interest.

To provide access from Staff (when applicable) to your expertise in relation to whistleblowing.

## Performance

To participate effectively on the Board.

To act as an ambassador for the promotion of GSC and its mission.

To network on behalf of GSC to assist with its fundraising activities.

To monitor and evaluate the effectiveness of GSC at regular intervals in achieving the aims and objectives set out in its corporate strategy.

To hold to account the CEO and Executive Team for the management and administration of GSC.

To take positions on Board Sub-Committees and any ad hoc Working Groups where your skills and knowledge could assist the remit of the Sub-Committee or ad hoc Working Group.

To agree company policy and procedure when required.

## Person Specification

**Strong enthusiasm, commitment and motivation for GSC's vision and mission**

**Strong track record of achievement in their chosen field**

**Excellent communication skills**

**Ability to work effectively in a group, contributing to discussions and challenging constructively**

**Strategic planning knowledge and skills**

**Prepared to share knowledge, experience and expertise**

**Be prepared to act as an ambassador for GSC in the wider community**









Glasgow Science Centre | 50 Pacific Quay | Glasgow  
0141 420 5008 | [glasgowsciencecentre.org](http://glasgowsciencecentre.org)