

Department for Innovation, Universities and Skills



Role Specification

Introduction

The Department for Innovation, Universities and Skills is looking for an additional Trustee to contribute to all aspects of the Board business and provide strategic oversight of NESTA.

About NESTA

NESTA (www.nesta.org.uk) was set up in 1998 by the National Lottery Act to help maximise the UK's creative and innovative potential. With endowment funds of £300 million, the past nine years has seen NESTA pioneering and promoting talent, innovation and creativity in the fields of science, technology and the arts.

Further details about NESTA's vision, and its current strategy for making that vision a reality, can be found in the enclosed '*Additional Information for Candidates.*' Candidates are urged to study this information.

The Role

The Department for Innovation, Universities and Skills wish to appoint a Trustee with skills and experience in the area of:

- Social Enterprise (including investment)

The Trustee to be appointed is expected to provide expertise in this area and to contribute broadly to the Board and the strategic direction of the organisation. NESTA are looking for someone who is closely involved in the social enterprise agenda and has current knowledge of developments on a national scale. The Trustee will have experience in either directly establishing a social enterprise and therefore have an operational perspective, or will bring expertise from an investment perspective.

The specific duties of Trustees are to:

- contribute to all aspects of Board business and strategic oversight
- actively engage with key stakeholders in fields which are relevant to the business of NESTA, acting in an ambassadorial capacity
- provide specific sector expertise where the Trustee's contacts and knowledge will be invaluable in supporting NESTA's activities
- participate in Board decision making on the innovation agenda, and design of new programmes and partnerships

The Person

The successful candidate must be able to demonstrate:

- a good understanding of and commitment to NESTA's aims and strategic objectives
- the ability to command respect with key stakeholders both within the sphere of their particular expertise and generally in areas that are relevant to NESTA both in the UK and, possibly, internationally
- strategic thinking and ability to contribute to decision-making at Board level
- proven communications skills, including engaging with the media
- current access to networks and expertise, identifying potential partners and best practice

Additionally, experience of board or committee work is desirable.

Supporting Information

Time Commitment

The Board of Trustees meets six times a year, which includes an Away Day. Some additional time may also be needed for committee work, studying papers, attending events, and providing advice to staff. The maximum time commitment is approximately 1 day per month.

Location of Meetings

Board meetings are normally held in Central London.

Remuneration

Trustees may claim a daily honorarium of £209 for the days on which meetings are held, and related and fully documented expenses will be reimbursed. The post is not pensionable.

Duration of Appointment

Appointment will be for a term of up to four years, anticipated to start as early as possible in autumn 2008.

Current board members

Chris Powell (Chairman)

Sir Michael Barber
Prof R Marc Clement
Dr Stuart Cosgrove
Sherry Coutu
Andrew Flanagan
Prof Kathy Sykes

Tracy Long
Patrick McKenna
Stephen Emmott
Nick Starr
Professor Julia Goodfellow
Jitesh Gadhia

The appointment process

Appointments to NESTA are made by the Secretary of State for Innovation, Universities and Skills, in accordance with the Code of Practice of the Commissioner for Public Appointments. Candidates are assessed against the criteria set out in this role specification, and shortlisted candidates will be invited to interview by a selection panel which will include the Chairman of NESTA, a senior official from the Department for Innovation, Universities and Skills, and an Independent Assessor. Interviews will take place on **September 25th 2008**.

For an informal discussion or any queries about this role please contact Penny Wood on 020 7932 4260.or Cathryn Evans on 020 7932 4330.

To apply for this role, please submit the NESTA Trustee DIUS Application Form, available at <http://www.veredus.co.uk/>

Please also complete and return the Equal Opportunities Monitoring Form. This will help NESTA to follow the recommendations of the Equality and Human Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

The closing date for applications is **Thursday 28th August 2008**. Applications should be emailed to vikki.carling@veredus.co.uk or faxed on 020 7932 4201. If you fax your application, please follow up with a clean application in the post. Alternatively you can send your application to:

Vikki Carling
Veredus Executive Resourcing
17 Rochester Row,
London SW1P 1RP