



# Chelsea Physic Garden

## Advisory Committee Member Recruitment Pack

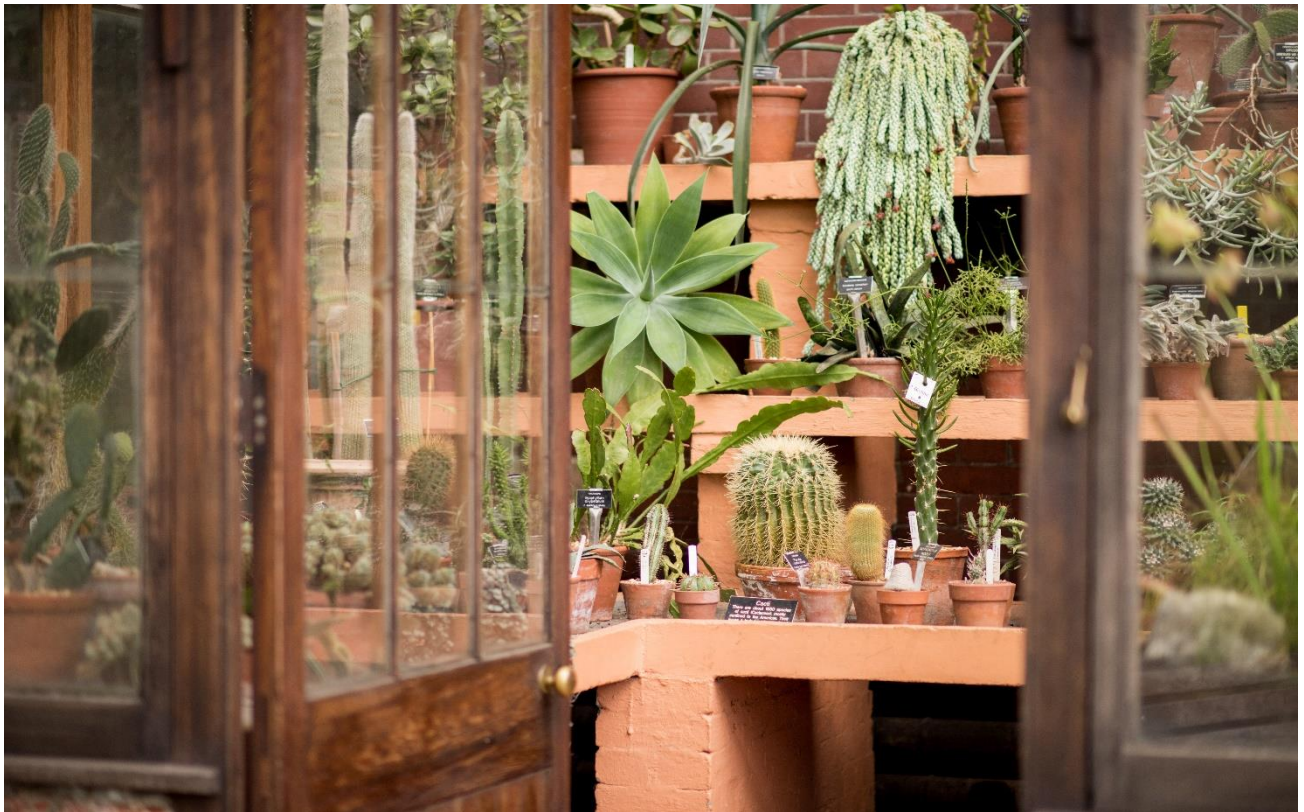


Image 1: The Cactus House

Image: Laura Stoner

### Included in this pack:

- Background information
- Structural organogram
- Role Overviews
- Timetable

### Help:

If you would like to know more about this vacancy, or need support with your application please contact the Director, on [smedway@chelseaphysicgarden.co.uk](mailto:smedway@chelseaphysicgarden.co.uk)

## 1.0 About Chelsea Physic Garden

Chelsea Physic Garden (The Garden) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission ***is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind.***

Together the small, dedicated team of staff benefit from the knowledge and support of the Trustee Board and the various sub-committees that report into it, to ensure that the Garden is a vibrant, and successful operation.

There has been a Garden on the site since 1673. The Garden is completing the first phase of a large-scale project masterplan and in 2023 has been celebrating both its 350<sup>th</sup> anniversary and the reopened Victorian Glasshouses (£3.2m) following their restoration and re-presentation. This was undertaken following a successful match funding capital fundraising appeal and a National Lottery Heritage Fund grant.

The Garden has a highly performing and well managed staff team who through the Director and senior leadership team handle the day-to-day operations of the Garden, its trading subsidiary, the capital projects and its public and community activity programmes.

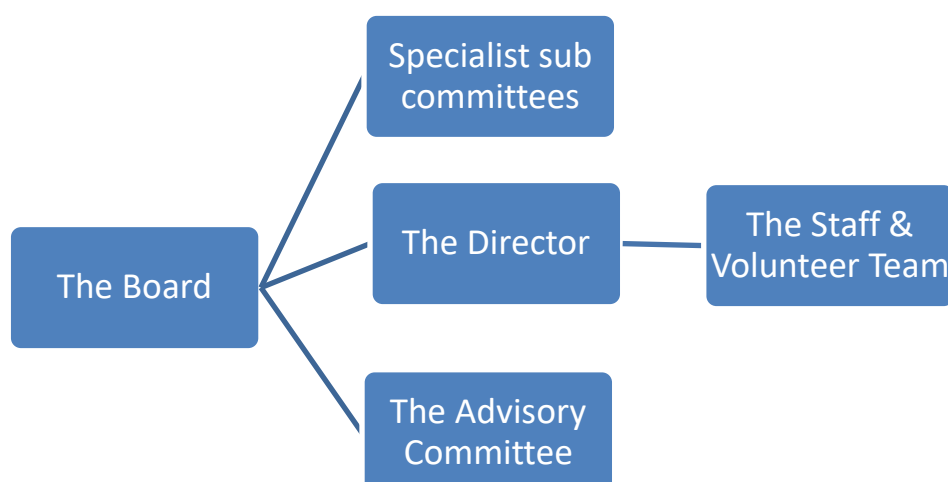
There is a well established schedule of Board and sub-committee meetings of which the Advisory Committee is one element.

The Garden is committed to encouraging equality, diversity and inclusion amongst the representatives who serve to support the organisation and for it to be representative of the communities within which it works now and in future. As such, it is keen to encourage applications from a diverse range of candidates from all cultural or socio-economic backgrounds.

## 2.0 About the Roles

There are a number of areas of specialism that the Garden is keen to maintain within its Advisory Committee to ensure that the diversity of skills required can continue to support the executive team and help them further develop.

The organogram that follows shows the high-level governance structure of the Garden. The Advisory Committee is a non-executive committee and has no role in the formal governance of the charity or trading subsidiary.



### 3. The Role

The Physic Garden has **one** vacancy for an Advisory Committee member who has a specialism in:

Area of Specialism	Role overview	Minimum Likely Commitment
Learning & community engagement	<ul style="list-style-type: none"><li>• Good understanding of up-to-date curriculum based education across all key stages including HE/FE</li><li>• Understanding of or experience in community led or engagement projects</li><li>• Experience of learning and its application in the heritage/cultural/not for profit sector</li></ul>	<ul style="list-style-type: none"><li>• Twice Yearly Advisory Committee meetings</li><li>• Ad hoc provision of advice and support to the executive team</li></ul>

#### Personal/Professional attributes of an ideal Advisory Committee member

##### Personal

- Focussed
- Open
- Active
- Engaged and Enthused
- Confident
- Good emotional intelligence
- Flexible and forward thinking

##### Professional:

- Well networked with not-for-profit providers and able to bring own network to bear
- Confident talking/thinking in their area of specialist in the context of Gardens and Plants
- Strategic thinker
- Previous experience at a senior/comparable advisory capacity

## 4.0 Specific Advisory Committee Responsibilities

### 4.1 Governance

- To work with other committee members to ensure that the Advisory Committee functions effectively within the legal, regulatory and financial requirements of a charitable organisation and strives to achieve best practice.
- To act in the best interests of the Chelsea Physic Garden at all times.
- To attend Advisory Committee meetings.

## **4.2 Specific contribution**

As a member of the Advisory Committee you will be expected to use your specific skills, knowledge and experience to help the Board and the Director to reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience).

## **4.3 Ensuring best practice**

Each member undertakes on their appointment:

- To be an active member of the Advisory Committee in exercising its responsibilities and functions.
- To work effectively with the Director and other senior managerial staff as appropriate

## **4.4 Commitment and terms**

Committee member's appointments are for an initial term of three years with two optional additional appointments of two further terms of three years each.

A Committee member is expected to attend the two meetings per annum.

In addition a Committee member may be required to make themselves available to senior management to provide specific advice or guidance in their area of expertise on a reasonable basis as and when required.

The role is voluntary but reasonable out of pocket expenses can be claimed.

## **5.0 Additional Information:**

Additional information on the Garden on its work, current programme of activities and priorities for fundraising can be found its website [www.chelseaphysicgarden.co.uk](http://www.chelseaphysicgarden.co.uk)

Our organisational values are:

- Inclusion
- Sustainability
- Openness & Transparency
- Respect & Care
- Discovery & Enrichment

Interviews will be undertaken initially on line with key executive and non-executive personnel and will culminate with a meeting of the Director, and the Chair of the Advisory Committee, who is a Trustee, supported by other members of the Garden's staff.

## **6. How to Apply:**

Applications should be made in writing addressed to the Gardens' Director stating the applicants relevant experience for and motivation for applying the role (no more than two sides of A4).

This should be sent by email to [smedway@chelseaphysicgarden.co.uk](mailto:smedway@chelseaphysicgarden.co.uk) by the closing time and date below. Please ensure that your email is headed "Advisory Committee".

**Dates:**

Closing date for  
applications:

17:00 Thursday 30 November  
2023

1<sup>st</sup> Interview:

Remote: Monday 11 December,  
times to be allocated

2<sup>nd</sup> Interview:

In person TBC