



Chelsea Physic Garden Trustee Recruitment Pack



The Cactus House

Image: Laura Stoner

Included in this pack:

- Background information
- Structural organogram
- Role Overviews
- Timetable

Help:

If you need additional support in order to make your application, please contact rbhatia@chelseaphysicgarden.co.uk

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 vision is to **inspire wonder, wellbeing and discovery by uniting people with plants that heal.**

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. In 2023 the Garden celebrated its 350th anniversary and have taken the opportunity to reflect on all that has been achieved by the organisation over its long history. The year was also the culmination of so much hard work, including the completion of a £3.2m multi-year restoration and community engagement programme centred on the Garden's historic glasshouses. The project has been a springboard for new ways of thinking about what we do and new and more inclusive ways of working with staff, volunteers, partners and our local community.

Under the leadership of a new Chair the Garden is entering into an exciting and ambitious period. The Board are now looking to appoint a number of new Trustees to build on the work already achieved by the Board and senior leadership team as we move forward to implement our new strategy. The Garden has an energetic and well managed staff team who through the Director and leadership team handle the day-to-day operations, its trading subsidiary, capital projects and its public and community activity programmes.

There is a well-established schedule of Board and sub-committee meetings into which newly appointed Trustees would be required to be active participants.

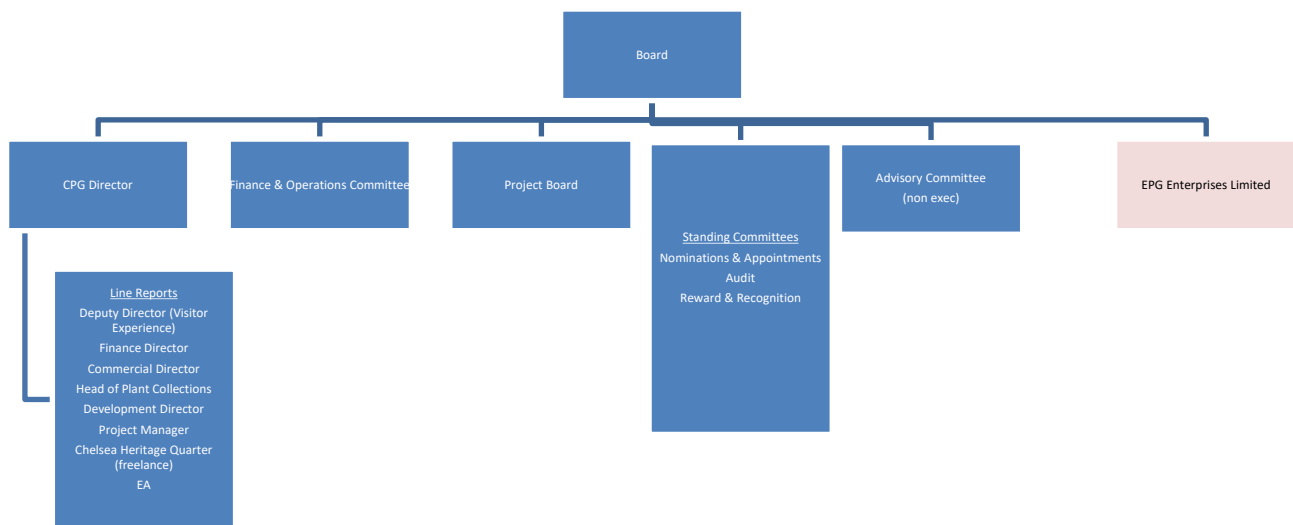
The Garden is committed to encouraging equality, diversity and inclusion amongst the representatives who serve on the Board and for it to be representative of the communities within which it works now and in future. As such, it is keen to encourage applications from a diverse range of candidates from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

About the Roles

There are a number of areas of specialism that the Garden is keen to bring to the Board and sub-committees so that they can ensure that the diversity of skills required can continue to support the executive team and help them further develop. We are particularly interested in hearing from individuals with experience of:

- Capital Project Management, someone with direct experience of managing or overseeing a major capital project ideally in cultural heritage sector
- Horticulture/Horticultural Science
- Fundraising

The organogram that follows shows an overview of the governance structure of the Garden and how the different committees fit within this. The Advisory Committee is a non-executive committee that has no role in the formal governance of the charity or trading subsidiary.



Specific Trustee Responsibilities

As a Trustee of Chelsea Physic Garden (CPG) you will work with fellow Trustees to form an effective, accountable governing body for CPG, ensuring that it adheres to its charitable objectives.

Main responsibilities

Governance

- To work with other Trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice
- To take part in formulating and regularly reviewing the strategic aims and objectives of CPG, working with fellow Trustees, the Director and relevant senior staff
- To ensure the financial stability of CPG and the proper investment of funds in accordance with CPG's stated aims and objectives and relevant legislation
- To act in the best interests of CPG at all times including full compliance with CPG's policies on the disclosure and management of actual and potential conflicts of interest
- To attend Board meetings

Specific contribution

- To use any specific skills, knowledge and experience to help the Board of Trustees 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)

- To that end, to join one or more of the CPG's sub-committees, advisor panels etc. in line with their particular individual expertise, experience and interest
- To assist the organisation in fundraising activities

Ensuring best practice

Each Trustee undertakes on their appointment:

- To be an active member of the Trustee body in exercising its responsibilities and functions
- To work effectively with the Director and senior leadership team
- To take part in any induction and ongoing training sessions provided for the benefit of Trustees
- To fulfil such other duties and assignments as may be required from time to time by the Trustee body

Promotion of Chelsea Physic Garden

- To serve in conjunction with fellow Trustees, the Director and senior staff as the public face of CPG when required
- To promote the organisation to a wider audience of potential donors and beneficiaries

Commitment and terms

Trustee appointments are for an initial term of three years with two optional additional appointments of two further terms of three years each.

A Trustee is expected to attend the four Board meetings per annum.

If a Trustee is elected to serve on a sub-committee of the Board or an advisory panel, they will be expected to attend such additional meetings that may be scheduled in that regard. On average sub-committees meet between four and six times a year.

In addition a Trustee 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 expenses can be claimed.

How to apply

Please let us have a CV and a cover letter confirming your suitability areas to jobs@chelseaphysicgarden.co.uk. The closing date for application is Sunday 30 March 2025. Interviews will be undertaken by a panel of serving Trustees supported by the Garden's Director.

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

Our organisational values are:

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