Chelsea Physic Garden
Advisory Committee
Chair & Member
Recruitment Pack

Image 1: The Cactus House Image: Laura Stoner ©

Included in this pack:

- Background information
- Structural organogram
- Role Overview
- Timetable

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.***

Its 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 to it, to ensure that the Garden is a vibrant, and successful operation.

There has been a Garden on the site since 1673. The Garden completed the first phase of a large-scale project masterplan in 2023 celebrated its 350th anniversary reopening its Victorian Glasshouse following their restoration (£3.5m), re-presenting their fragile collections. This was undertaken following a successful match funding capital fundraising appeal and a National Lottery Heritage Fund grant.

A ten year strategy (2025-2035) with an ambitious set of goals will allow the Garden to focus on:

- Championing horticultural innovation and craft to safeguard biodiversity
- Creating enriching experiences so that a greater diversity of people can find wellbeing in the natural world
- Cultivating curiosity and inspire lifelong learning by connecting people with nature
- Reimagining our natural, built, and digital environment by regenerating our estate to enhance, protect and sustain our green spaces
- Ensuring a sustainable future; environmentally, socially and financially

The Garden has a highly performing and well managed staff team (40FTE) 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.

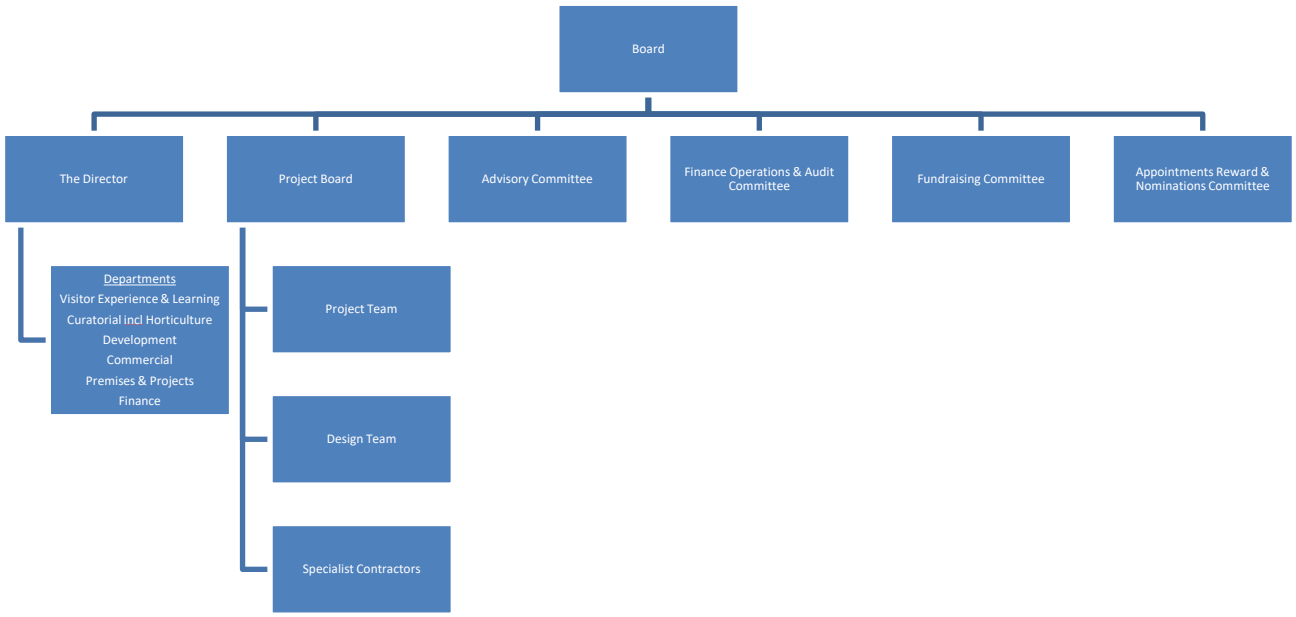
The Garden is committed to encouraging equality, diversity and inclusion amongst the representatives who serve to support the organisation and for it to be representative of the communities within which it works now and in future. As such, it is keen to encourage applications from a diverse range of 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 the Board and help them further develop.

The organogram that follows shows the governance structure of the Garden and how the different committees fit within this.

The Advisory Committee is a non-executive committee and has no role in the formal governance of the charity or its trading subsidiary.



2.1 Role Overview

The Physic Garden has **two** vacancies for Advisory Committee members, both of which they are looking to draw from the world of horticulture.

2.2 Advisory Committee Chair

The **Chair** of the Advisory Committee is also a Trustee of the charity and as such will need to be able to take a full and active part in the governance of the charity.

Area of Specialism	**Role overview**	**Minimum Likely Commitment**
Essential: Horticulture which may include Arboriculture/ Public Gardens/ Curated Plant Collections (or one of its closely associated fields of expertise) Desirable:	• Experienced and established horticulturist, or expert in a closely allied field • Able to bring wide ranging experience and up to date knowledge to the Garden • Understanding of the curation and development of specialist botanic collections • Well networked with the	• Four in person Trustee meeting plus • Twice Yearly in person Advisory Committee meetings • Ad hoc provision of advice and

Medicinal plant knowledge	sector nationally and potentially internationally and able to bring own network to bear	support to the executive team and Board

2.3 Advisory Committee Member

The Advisory Committee member will be appointed to sit on the Committee and expected to provide their wide ranging horticultural knowledge and expertise to benefit the Garden.

Area of Specialism	**Role overview**	**Minimum Likely Commitment**
Essential: Horticulture which may include Arboriculture/ Public Gardens/ Curated Plant Collections (or one of its closely associated fields of expertise) Desirable: Medicinal plant knowledge	• Experienced and established horticulturist, or expert in a closely allied field • Able to bring wide ranging experience and up to date knowledge to the Garden • Understanding of the curation and development of specialist botanic collections	• Twice Yearly in person Advisory Committee meetings • Ad hoc provision of advice and support to the executive team and Board

2.2 Personal/Professional attributes of an ideal Advisory Committee member

Personal:

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

Professional:

- Confident talking/thinking in their area of specialist in the context of Gardens and collections within an historic site
- An understanding of charitable aims balanced with a need for income generation
- Strategic
- Previous experience at a senior/comparable advisory capacity

3.0 Specific Advisory Committee Responsibilities

3.1 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.

3.2 Specific contribution

As a member of the Advisory Committee you will be expected to use your specific skills, knowledge and experience to support the Board, the Director and the senior leadership team 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).

3.3 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 leadership staff as appropriate

3.4 Commitment and terms

Committee member's appointments are for an initial term of three years. It is possible for there to be up to two further terms of three years each.

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

In addition a Committee member may be required to make themselves available to senior leadership 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.

4.0 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

Our organisational values are:

- Inclusion
- Sustainability
- Openness & Transparency

- Respect & Care
- Discovery & Enrichment

Interviews will be undertaken at the Garden and details of the process and interview panel will be provided to successfully shortlisted candidates.

As a senior volunteer, on appointment, Advisory Committee members will receive annual membership to the Garden for themselves and their immediate family. They are also able to use their membership card at the Garden's partner sites, currently, Borde Hill, Great Dixter, Oxford Botanic Garden and the sites run by Edinburgh Botanic Gardens (including paid entry sites).

It also has an expense policy for those that wish to claim for travel costs.

5.0 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 jobs@chelseaphysicgarden.co.uk by the closing time and date below. Please ensure that your email is headed "Advisory Committee".

Help:

If you would like to know more about this vacancy, or need support with your application please email our jobs website jobs@chelseaphysicgarden.co.uk and we will contact you.

Dates:

	Date
Closing date for applications:	17:00 pm 23 November 2026
1st Interview:	7 December 2026
Final panel interview	17 December 2026