

Science Council Trustee Recruitment

Candidate information pack 2024



Welcome

Thank you for your interest in becoming a trustee of the Science Council. This information pack provides you with the information you need to determine your suitability to join our Board and will assist you in mapping your competencies with the requirements of the role and those of the Science Council. The pack also provides details on the application process and contact details should you have any further queries.

Tackling the most pressing global challenges will require a diverse science workforce and ever-deepening interdisciplinary collaboration between scientists and society. As an interdisciplinary membership organisation connecting professional bodies from across science, and upholding the standards across our profession, the Science Council has a unique and valuable role to play in ensuring public trust and confidence in the scientific workforce and transparency in the process of science.

This is your opportunity to join the Board of an ambitious and well-run organisation, and one that is looking to grow a vibrant and diverse professional body community, harnessing its collective expertise in the pursuit of professional excellence and public benefit. We are looking for new trustees who can work collaboratively to support the Science Council and help it grow into an increasingly respected, influential, and financially sustainable organisation.

We welcome applications from people of all backgrounds and level of experience, but this year we particularly want to hear from those who have experience in marketing and brand development, finance, and business development. We also welcome interest from people who can provide new perspectives on the way we work and provide strategic leadership and direction to help us navigate the challenges facing the charity and the science community more broadly. Whether you are looking to take on your first trustee role or are an experienced trustee, if you have the time to commit to the role, we want to hear from you.

About us

Who are we?

The Science Council evolved over 20 years ago from an informal network of professional science bodies to a membership organisation of over 30 professional bodies and learned societies from across the scientific disciplines. We provide the quality assurance system for those working in science, setting the standards for professional registration for scientists and science technicians across all scientific disciplines. Through our Licensed Bodies we admit scientists and science technicians who meet our competence and conduct requirements and commit to Continuing Professional Development to our registers. Those scientists who reach the required standards are recognised by the following designations Chartered Scientist, Chartered Science Teacher, Registered Scientist, or Registered Science Technician.

Our Purpose

Our purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world. Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions

Our values and guiding principles

We are **Inclusive** of all disciplines of science and all types of scientists, including science technicians and science teachers

We are **Informed** by evidence and research and by different perspectives.

We are **Positive** and balanced in our promotion of the contribution of scientists and science technicians to society and of our members, registrants and the science workforce as a whole.

We are **Collaborative** in our approach to debate and discussion and in our attitude to conversation in general

CSci
Chartered
Scientist

CSciTeach
Chartered
Science Teacher

RSci
Registered
Scientist

RSciTech
Registered
Science Technician

Strategy 2022-2025

As a charity, the Science Council is committed to delivering public benefit by advancing the profession of science and the profile of the scientific workforce. Building on the foundations of our previous strategy, our current strategy sets out the direction of the Science Council for the period 2022-2025 to deliver that benefit, focusing on four core objectives.

1. Registration & Licensing: maintaining and improving professionalism in the science workforce through professional registration.
2. Membership & Community: bringing our members together to facilitate knowledge exchange and identify areas of common interest.
3. Policy & Influence: developing our role as a collective voice for our diverse membership on issues that impact the sector.
4. Equity, Diversity and Inclusion: supporting members to share good practice and learn from one another.

Further information, including the **Science Council's Strategic Plan 2022-2025** and the latest **Trustees' Annual Report and Financial Statements** are available on the Science Council's website www.sciencecouncil.org.

Over the course of 2024, we will be developing our next strategy, with a focus on growth. We expect to launch in the first half of 2025.

Challenges for the rest of 2024 and beyond

Our long-term financial sustainability continues to be a live issue for the Board. As ever, we are committed to upholding professional standards in science and, together with our Members, continue to promote registration and speak widely of its purpose and value. We will continue to focus on delivering activities that add value for Members, Registrants and the wider science community, and investing in activities that promote the value of registration and further our charitable objects.

Investing resources in policy, events and marketing activities over the past three years has done much to raise our profile and standing within the sector and beyond, and increased engagement and collaboration with Members. These activities continue to be funded through the use of surplus free reserves, and while we are looking at options to diversify our income streams to support our long-term financial viability, we also need to think creatively about how we can make our registers more attractive to the current and future scientific workforce. The Board of Trustees plays a crucial role in shaping our strategic plans and ensuring that our financial resources meet present and future needs.

Your role as a trustee

Key duties and responsibilities

The Board of Trustees set the direction for the charity, so it operates within its objects and delivers public benefit. Collectively and individually, trustees have a legal, regulatory, and moral obligation to enable accountable, effective and efficient and leadership of the Science Council. The role of the Board is to:

- ensure that the Science Council has a clear strategic focus.
- ensure that the Science Council fulfils its charitable objectives.
- ensure that the Science Council complies with its legal and regulatory requirements.
- act as guardian of the charity's assets, both tangible and intangible, and ensure the financial stability of the organisation.
- monitor and hold management to account.
- be accountable to members in the delivery of the charity's strategy.

The Science Council aims to have a Board that is comprised of individuals who collectively have the right level and mix of skills and experience necessary to fulfil their role on the Board. We also want a diversity of perspectives on our Board, for example in terms of age, background, ethnicity and experience.

Visit our [website](#) for information on the trustees' role description, matters reserved to the Board and the current Board membership.

Term of office

The term of office is 3 years with the option to seek re-election for a further 3 years.

Time Commitment

Formal Board meetings are held quarterly and set around the charity's financial reporting cycle. Board meetings last approx. 3 hours, and usually alternate between morning (10am to 1pm) and afternoon (1pm to 4pm) meetings. The Board also holds strategy development sessions throughout the year, in conjunction with Board meetings.

The Board has three subcommittees: Finance, Audit and Risk Committee; Nomination Committee; and the Registration Authority. Each of these meets approx. 4 times per year. Subcommittee meetings are 2-3 hours long. Trustees are expected to serve on at least one of these committees.

The Science Council normally holds two General Meetings per year, one of which is the Annual General Meeting. Trustees are encouraged to attend General Meetings so that they can meet with representatives from across the membership and with Science Council staff. General Meetings are held online.

In addition to formal meetings, you will need to dedicate time to reading papers in advance of meetings. Informal meetings between trustees, the Chair and the Chief Executive may be held as required. These will be held online or by electronic communication. There may also be additional time required for ad-hoc work to support the activities of the Science Council.

Payment

Trustee roles are voluntary. Trustees will be compensated for reasonable expenses incurred in the performance their role.

Location

Our offices are located near Old Street in London, but we now offer a fully flexible and hybrid working culture. We hold half of our Board and committee meetings online. Where meeting are held face to face, these will be in central London.

Please do not exclude yourself from consideration by virtue of where you live and work. The role is a voluntary non-executive role and you will be compensated for reasonable expenses incurred in the performance your role.

We require trustees to be UK-based so that they can attend in-person meetings at short notice.

There may also be opportunities to represent the Science Council at conferences and events, and therefore some UK travel may be necessary. Trustees will be compensated for any costs incurred by them in respect to travel arrangements in accordance with our volunteer expenses policy.

Age requirement

We require trustees to be 18 or over. With this caveat, we are keen to hear from people of all ages, and particularly younger people and those young-in-career to apply because their experiences will bring a much-needed diversity of perspective to the Board.

Vacancies and skill needs

The Board is looking to fill three trustee vacancies this year. Two vacancies will be open to individuals from within our membership, so if you are an employee or a member of one of our Member Bodies and think that you can contribute to the Science Council, we want to hear from you. If you are not sure whether you are an employee or a member of one of our Member Bodies you can find a list [here](#).

This year we are particularly keen to recruit people with experience in (we don't expect to find all these skills in one person):

- Marketing and brand development.
- Finance
- Business development.

It is not necessary to have previous board/trustee experience as support and development opportunities will be available. This year's vacancies would suit individuals taking their first steps to develop wider board-level and governance experience.

If you do not have these skills but you believe that your background and experience could be useful to us and you are interested in joining our Board, we still want to hear from you.

If you would like to have an informal conversation about the role you can contact the Governance and Corporate Services Manager, Oliver O'Hanlon (o.ohanlon@sciencecouncil.org or 020 3434 2025) who will be happy to discuss the role with you.

How to apply

Prior to making an application you are invited to have a discussion with the Governance and Corporate Services Manager Oliver O'Hanlon (o.ohanlon@sciencecouncil.org).

If you do wish to apply, please visit our [application site](#). Please include an up to date CV (which should be no more than 2 pages in length). Please note that we will not accept applications that do not include a CV. You will be asked to provide details of two referees.

The application deadline is **5pm Friday 28th June**.

The Nominations Committee will consider the applications and make a recommendation to the Board of Trustees. Candidates' information and supporting statements will then be circulated to Science Council Members, who will vote for candidates to fill the vacant positions. Voting will close at the end of July and the results will be announced in the first week of August. Successful candidates will take office at the end of the meeting. The induction of new trustees will be arranged post-election.

Equality of opportunity

The Science Council is strongly committed to equality of opportunity in the provision of its recruitment, selection and employment procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we request that applicants complete an Equal Opportunities Form, which would be used for this purpose and **will form no part of the selection and interview process**.

Applicants must also satisfy statutory requirements in order to become a trustee as detailed below:

You must be at least 18 years old to be a charity trustee.

Some people are disqualified by law from acting as charity trustees or holding senior management positions within a charity unless authorised to do so by a waiver from the Charity Commission

This includes anyone who has an unspent conviction for:

- an offence involving dishonesty or deception.
- specified terrorism offences or being a designated person (under specific anti-terrorist legislation).
- a specified money laundering offence.
- contravening a Charity Commission Order or Direction.
- offences of misconduct in public office, perjury, or perverting the course of justice.

Automatic disqualification rules also apply to people who are:

- currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors.
- on the sex offenders' register
- [disqualified from being a company director](#)
- removed from a trustee role by either the Commission or the High Court due to misconduct and/ or mismanagement.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a trustee. It is a criminal offence to act as a charity trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a trustee, you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a trustee (director) of a charitable company.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Useful links for prospective trustees

The Charity Governance Code

<https://www.charitygovernancecode.org/en>

The Essential Trustee, What you Need to Know. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

Conflicts of Interest: a Guide for Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Science Council Royal Charter

<https://sciencecouncil.org/web/wp-content/uploads/2016/10/Royal-Charter.pdf>

Science Council Bylaws

<https://sciencecouncil.org/web/wp-content/uploads/2022/08/BylawsApprovedOct2021.pdf>

Science Council Regulations

https://sciencecouncil.org/web/wp-content/uploads/2021/10/SC_Regs_AprovedOct2021.pdf