



BRINGING PEOPLE TOGETHER  
TO SHAPE BETTER PLACES



# CHAIR OF TRUSTEES

## CANDIDATE PACK

In this information pack you will find further information on our search for new Chair of Trustees to join Design West, together with details on the application process with Moon Executive Search.

## An Introduction from outgoing Chair of The Board – Nick Childs

It has been my privilege to chair the Board of Trustees for the last six years. During this time Design West has developed significantly in stature and influence.

The Director and a very capable team have developed a wide range of collaborations and partnerships across the South West assisting towns, cities, and communities to shape their environments through engagement and dialogue.

The impact of the built environment, on all our lives, has never been as important as it is today. Design West has a great deal to contribute to support and influence all those involved in creating our built and green environments to ensure a better future.

I leave this exceptional organisation in the very capable hands of the Board of Trustees and a dedicated Director and her team. I will look forward with interest to seeing Design West continue to thrive as it enters the next phase of development. I am in no doubt that Design West is playing an important role at a critical time and I wish everyone involved the very best for the future.



*Nick Childs, Chair of The Board*



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## About Us

### WE SHAPE BETTER PLACES

Founded in 1996, Design West is a centre of excellence for design & placemaking. Our mission is to inspire the public, politicians & professionals across the built environment to design, better, healthier, places to live, work & relax. We learn from our heritage to build our future. A registered charity we put design & social value at our heart. Design West is the new name for The Architecture Centre & Creating Excellence.

### A WORLD DESIGNED FOR LIFE

Our programmes inspire, inform and involve people in the design of the world around them. We work across sectors & society to innovate, co-design & challenge. We are international & local, bringing the best people together to shape better places.

We are collaborative, creative, expert, independent, open & visionary.

### A WORLD DESIGNED FOR LIFE

Design West began life as The Bristol Centre for the Advancement of Architecture a group of architects, engineers, academics & passionate citizens who cared deeply about the impact of good design on society.

In the 1990s the charity raised funds to purchase a prominent site on the quayside in Bristol, an 18<sup>th</sup> century warehouse & former sail loft, that had suffered two serious fires & was standing in disrepair. Preserving its sturdy maritime character, Architects Niall Phillips turned the space into a gallery & office space.

Opening its doors to the public on 11 September 1996, 16 Narrow Quay became home to The Architecture Centre, the first architecture centre outside London & a place where anyone could find out about the built world around them. Sasha Lubetkin, daughter of RIBA Gold Medal-winning architect Berthold Lubetkin, its inaugural director.

In 2018 new director Dr Anna Rutherford & chair Nick Childs began raising funds to regenerate the building again. Always a regional base with international reach, in 2021 the charity joined forces with respected place-maker, Creating Excellence, to extend our work across the South West.

In 2021 Design West launches as a lively new venue for Design & Placemaking on the dockside. Home to talks, events, education programmes & the co-ordinating hub for Bristol Open Doors.

Learning from our heritage to build our future, Design West shapes better, healthier, places to live work & relax. On the ground floor, The Architect café-bar will welcome visitors into the building, the charred timber beams of the old sail loft a nod to the past.





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## Chair of the Board of Trustees

Design West seek a new Chair of the Board of Trustees. Design West is a global centre of excellence for design and placemaking, based in Bristol. Our mission is to inspire public, politicians and professionals across the built environment to design, better, healthier places to live, work and relax. A registered charity, we put design and social value at our heart. Our vision is a world designed for life.

As chair of Design West you will influence the future of design and placemaking, across the South West and beyond.

## Description of the Role

Design West is a Charitable Incorporated Organisation managed by a board of trustees and an executive. The Chair provides leadership, working closely with the Director and executive team to support the work of the charity and ensure good governance.

You will have board level experience, as a chair, non-executive or executive director, an understanding of good governance, financial acumen and you will possess excellent relationship building skills. Experience as a charity trustee is welcome. You will have a passion for architecture, design and placemaking and the ability to act as an effective advocate and ambassador for Design West.

The ideal candidate will have experience and knowledge of partnerships, fundraising and development, and an extensive network of political and professional connections that can be brought into play.

## The Board

Design West has grown considerably in recent years in both scale of operation and influence. You will join an influential board of trustees (drawn from government, academia, business and the design, development sector) and a dynamic team. As Chair, you will work closely with the Director and fellow Trustees to develop the business plan, ensuring that the organisation continues to thrive, and that its reputation as a centre of excellence is recognised regionally and nationally. As the organisation's most senior non-executive, you will relish the challenge of contributing to this highly successful organisation.

Our current chair is retiring after six successful years, which culminated in us completing a merger to expand across the South West, and in the refurbishment of our harbourside venue. We look forward to our next chapter.





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## Key Objectives

The primary tasks of the Chair of the Board of Trustees will be to:

- Ensure the Board fulfils its governance responsibilities and company objectives in accordance with charity law
- Work with the Director and board to set the strategic direction and business plan
- Ensure Design West maintains an effective, engaged, and diverse board of trustees
- Ensure that the organisation remains solvent and well managed
- Support the Executive Team in the implementation of the business plan
- Nurture the relationship between the Board and the Senior Management team
- Ensure we deliver on our commitments to equality, diversity, and inclusion
- Act as advocate and spokesperson for the organisation when required and build relationships with internal and external stakeholders as appropriate

## Key Responsibilities

- Provide leadership and direction to the Board
- With Trustees, oversee the development of long and short-term objectives, priorities, and goals for the organisation
- Chair quarterly meetings of Trustees
- Provide support, advice and a sounding board to the Director
- With the Director and trustees, ensure prudent financial management and approve the financial risk review and reserves policies
- Act as ambassador and spokesperson where appropriate to help raise the profile of Design West – regionally, nationally and internationally,
- Make every effort to see the work the organisation produces and attend events and openings as appropriate and encourage other Board members to do the same
- Be aware of and abstain from any conflict of interest

## Time Commitment

Around 10 hours per month which includes meeting preparations plus quarterly Board meetings and possible ad hoc attendance at events. Board meetings are usually held in central Bristol, weekdays in the afternoon.

## Salary

Unremunerated but reasonable expenses maybe claimed.



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## How To Apply

Moon Executive Search has been appointed as chosen Search Partner to Design West and will manage the recruitment process.

**NB: All direct applications will be forwarded to Moon Executive Search.**

To apply, please send a copy of your latest CV together with a supporting statement, explaining your motivations for applying for the role, how your skills, knowledge and experience match the job outline and what you can additionally bring to the role.

To ensure fairness to all applicants, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement. Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

Moon Executive Search is an equal opportunities employer and welcomes applications from all areas of society.

**Completed applications should be sent by email to:**

**[recruit@moonexecsearch.com](mailto:recruit@moonexecsearch.com)**

**FAO: Sandy Hinks, Head of Charity Practice Quoting Ref: Mc2296**

**Closing date for applications: Midnight 8th January 2023**

Informal conversations can be arranged with Tom Russell (Trustee) or Nick Childs (Current Chair)

Preliminary interviews will be online with Moon Executive Search, followed by in person interviews with Design West.

Design West has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies.

All CV's and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

On behalf of Design West, Moon Executive Search would like to thank you for your initial interest in their Chair of Trustees opportunity.

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