**

Role Details

Role Title: Board Member

Role Type: Voluntary

Location: Felix Road, Easton Business Centre

Date: February 2018

**About Bristol Spaceworks:**

Bristol Spaceworks’ mission is to promote, encourage and assist the development and growth of entrepreneurial activities in the economically deprived areas of Bristol. This is achieved via providing affordable, flexible and professionally managed workspaces.

Bristol Spaceworks is a not for profit social enterprise which reinvests its income into promoting its social aims of improving the economic wealth and vitality of disadvantaged communities through supporting enterprise.

The business was established in 1985 and has steadily grown to running 4 business centres in central Bristol, as well as providing other services such as meeting rooms to hire and virtual office products. Moreover, our buildings act as vibrant hubs to help entrepreneurs and business leaders develop their organisation, which helps to boost employment in the area.  
  
For more information, please visit our website [www.bristolspaceworks.co.uk](http://www.bristolspaceworks.co.uk/)

**Job Description**

**About the role:**

Board Members support the work of Bristol Spaceworks and provide leadership and strategic governance.

While day-to-day operations are led by Bristol Spaceworks’ Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific Board Member responsibilities include:

**Leadership, governance and oversight**

* Serving as a trusted advisor to the CEO as s/he develops and implements Bristol Spaceworks’ strategic plan
* Commitment to avoid any conflicts of interest and prompt declaration of any interest in proposals
* Reviewing outcomes and results created by Bristol Spaceworks and regularly measuring its performance and effectiveness using appropriate metrics
* Reviewing agenda and supporting materials prior to board and committee meetings
* Approving Bristol Spaceworks’ annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal responsibilities
* Contributing to an annual performance evaluation of the CEO
* Assisting the CEO and board chair in identifying and recruiting other Board Members
* Partnering with the CEO and other board members to ensure that board resolutions are carried out
* Taking on special assignments and attending ad hoc meetings with third parties, on rare occasions
* Representing Bristol Spaceworks to stakeholders; acting as an ambassador for the organisation
* Ensuring Bristol Spaceworks’ commitment to a diverse board and staff that reflects the communities the company serves
* Knowledge of drafting company policies, finance, personnel management and IT systems / programs would be an added advantage

**Board terms/participation**

* Bristol Spacework’s Board Members are not obliged to serve defined terms
* It is our aim to have long standing relationships with people who are in a position to develop the business and achieve its aims
* Board Members are expected to attend bi-monthly meetings held at Easton Business Centre.
* The Annual General Meeting will coincide with one of the bi-monthly meetings

**Knowledge, Skills, Experience and Qualifications**

This is a great opportunity for an individual who is passionate about Bristol Spaceworks’ mission and understands the needs of SMEs. Ideal candidates will demonstrate the following:

* Demonstrable achievement of leadership stature in business, government, charitable, or the non-profit sector.
* Extensive professional experience with significant accomplishments in business, government, charitable, voluntary or the non-profit sector
* A commitment to and understanding of Bristol Spaceworks’ beneficiaries, preferably based on experience
* Good diplomatic skills and a natural affinity for developing relationships and persuading, facilitating, and building consensus among diverse individuals
* A good problem solver, capable of thinking laterally, within a team, and helping to resolve issues with scarce resources
* Personal qualities of integrity, independent judgement, credibility, diligence, and a passion for improving the lives of Bristol Spaceworks’ beneficiaries