



# Ada Lovelace Institute

Board member candidate  
information pack

# A note from Sir Keith Burnett, Chair of the Trustee Board, The Nuffield Foundation

Thank you for your interest in the role of board members for the Ada Lovelace Institute. The Nuffield Foundation is proud to support this important and high-profile Institute whose focus as an independent research and deliberative body with a mission to ensure data and AI work for people and society is so important at this time.

As an ambitious organisation with a capable team and outstanding Executive Director in Carly Kind, we are seeking board members to complement our existing team, who are able to work in a fast-paced technical domain but who are equally committed to our sense of social purpose and to understanding what these technologies mean for individuals and society, and what actions should be taken to channel them for good.

Our new board members will join a group of diverse and talented individuals from different backgrounds to ensure that the Ada Lovelace Institute can continue to increase its impact.

The Nuffield Foundation's funding of the Ada Lovelace Institute reflects the seriousness with which we view the challenges of the fundamental technological and structural changes occurring, and their very human consequences.

I trust this exciting opportunity will be of interest to you.



A handwritten signature in black ink that reads "Sir Keith Burnett". The signature is fluid and cursive, with the first letters of "Sir", "Keith", and "Burnett" being capitalized and prominent.

**Sir Keith Burnett**

Chair of the Trustee Board,  
The Nuffield Foundation

# About the Ada Lovelace Institute

The Ada Lovelace Institute (Ada) is an independent research institute with a mission to ensure data and AI work for people and society.

Ada was established in 2018 by the Nuffield Foundation with an initial £5 million commitment, in collaboration with the Alan Turing Institute, the Royal Society, the British Academy, the Royal Statistical Society, the Wellcome Trust, Luminata, techUK and the Nuffield Council on Bioethics. In 2021, the Nuffield Foundation extended its financial commitment to the Institute to 2026.

Ada seeks to provide evidence-based research that supports policymakers and practitioners to understand the impact of AI and data-driven technologies on different groups in society. Its interdisciplinary team of social scientists, philosophers, technologists and lawyers work to ensure that AI and data are mobilised for good, and to ensure that technology improves people's lives. The Institute takes a sociotechnical, evidence-based approach and uses deliberative methods to convene and centre diverse voices, identify the ways that data and AI reorder power in society, and highlight tensions between emerging technologies and societal benefit.

## Our Board structure

The Ada Board is overseen by the Board of the Nuffield Foundation. Ada Board members do not have fiduciary responsibilities but have strategic oversight of the Institute and act as critical friends to Ada's executive, as well as ambassadors for the Institute's work.

The initial founding Board members were appointed in 2018, with a further four members joining in late 2019. During the Institute's development phase Sir Alan Wilson (formerly CEO of the Alan Turing Institute) took on the initial role of Executive Chair. Sir Alan was succeeded by Dame Wendy Hall, who saw the Ada Board through a critical period of development from insurgent to incumbent organisation.

## Our strategy

We have six strategic goals that focus our activities on enabling positive applications of data and AI. These support wellbeing, justice and equity in human society, and create a sustainable future vision for emerging technologies.

1. Interrogate inequalities caused by data and AI.
2. Rebalance power over data and AI.
3. Amplify the voices of people.
4. Promote sustainable data stewardship.
5. Anticipate transformative innovations.
6. Create space for diverse scholarship.

You can read more about these priorities in our 2021-24 strategy [here](#).

# Our commitment to equity, diversity and inclusion

Ada is strongly committed to be a force for change with reference to furthering equity, diversity and inclusion. We welcome applications from anyone regardless of ethnicity, heritage, disability, gender, sexuality, religion, socio-economic background or other differences.

We are committed to inclusive working practices. During the application process we commit to:

- paying for childcare and care costs whilst you are at interviews
- paying for your travel costs to the office and back for interviews
- making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them
- providing this document in a Word document format readily available to download
- offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

# About the role

This is an exciting, high-profile Board opportunity. The role of the Ada Lovelace Institute Board is to:

- oversee the strategy and remit of the Institute and advise the Director and Executive
- understand the interdisciplinary intellectual scope of the Institute
- ensure that the Ada Lovelace Institute adheres to good governance principles
- ensure that the Board's main focus is on strategy, performance and assurance rather than operational matters, and reflects this in what it delegates
- input into and oversee the work plan for the Institute
- contribute questions for focused enquiry to the Executive as they develop the research agenda, and advise on the most effective and rigorous approach for investigation or deliberation and potential partners
- review the sustainability of income in the short, medium and long term, and assess the longer-term operating model and structure
- provide tangible support for the mission, including by participating in, reviewing and contributing to Ada's research projects and outputs
- be active ambassadors for Ada and support the Director to build networks and partnerships
- alongside the Chair, provide support to the Director on strategic organisational leadership and governance
- from time to time, provide specific input into research projects or policy initiatives on the request of the Ada Executive.

# Person specification

At this time, we are seeking two new board members with a cross section of skills. In particular:

- academia, with a particular interest in: social science; computer science; AI; philosophy and ethics
- government and/or Civil Service policy experience
- data and AI law and policy
- equity, diversity and inclusion.

In addition to the skills criteria, the following person specification criteria apply. Meeting every single person specification criteria is not a prerequisite for an application. If you feel you have the expertise and can bring the strategic oversight required by Ada and described throughout, we would encourage you to apply.

- A strong interest in the intersection of technology and society and its effects on people and wellbeing.
- Credible to a wide range of stakeholders – academic, public policy, the tech sector and civil society – both within the United Kingdom and internationally.
- Adept at working in an interdisciplinary, collaborative culture.
- An open mind and collaborative approach.
- Experience managing a large or complex team, department or organisation, especially in the charitable or non-profit space.
- Strong communication skills.
- An excitement for the Ada Lovelace Institute's vision and mission – and that of its major funder, the Nuffield Foundation.
- Broad understanding of the institutional landscape and where Ada fits in it.
- Some familiarity with fundraising, such as from trusts and foundations or research grants would be desirable.
- Some experience developing strategy or theories of change would also be desirable.

# Additional information

## Location

Board meetings are held at our London office, or via video call where necessary.

## Time Commitment

The Board usually meets around 4-5 times each year. Meetings are usually scheduled for a half day. Board members should be available for consultation and support outside of meetings, however the overall commitment is not expected to exceed six full days each year.

## Conflict of interest

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## Terms of Appointment

Three year term, with the possibility of renewable once.

## Remuneration

This role offers an honoraria of £3,000.

# How to apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Ada. If you wish to apply for this position, please provide the following by 23.59 on **19 March 2023**:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is important and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have any questions or would like to arrange a call to discuss the role, please email [Ada@inclusiveboards.co.uk](mailto:Ada@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [Ada@inclusiveboards.co.uk](mailto:Ada@inclusiveboards.co.uk).

# INCLUSIVE BOARDS

## About Us

*Inclusive Boards* is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

## Contact us today

Improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



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