



Ada Lovelace Institute

Chair candidate
information pack

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

The Nuffield Foundation is proud to support the Ada Lovelace Institute, an important and high-profile Institute, whose focus is as an independent research body with a mission to ensure data and AI work for people and society.

Since it was established by the Nuffield Foundation in 2018, the Ada Lovelace Institute has established itself as a trusted independent voice, undertaking and commissioning high-quality research and reports on issues that go to the crux of how data and AI impact individuals and wider society for good or ill. It is home to an outstanding team led by its superb Executive Director Carly Kind, and we are now seeking a Chair who is able to work in a fast-paced technical domain and is committed to helping guide the Institute to express the Nuffield Foundation's social purpose.

The Chair will bring an understanding of current issues raised by new technologies and what they mean for individuals and society, together with an ability to help develop a growing Institute and build the structure and plans which will amplify its impact.

The Chair will lead a Board made up of diverse and talented individuals from different backgrounds, maintaining close and positive links with related bodies and organisations.

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. For that reason, we hope to attract a Chair who shares our belief in its importance and who would like to have a real impact on issues which will shape so much of our economy, services and lives in the decades to come.

I trust this exciting opportunity will be of interest to candidates who share our belief in the importance of this work, and we look forward to speaking with you further.



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. Board members of Ada do not have fiduciary responsibilities but have strategic oversight of the Institute, and members 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.

As Dame Wendy Hall's term draws to a close, we are now looking to appoint a Chair to lead a refreshed Board which will oversee Ada through its next phase of growth and development.

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

We are looking to appoint a Chair to lead a refreshed Board that will oversee the Ada Lovelace Institute through its next phase of growth and development.

This is an exciting, high-profile opportunity where demonstrable experience and expertise in leading and growing organisations, particularly in the context of a charitable organisation, public policy or a research environment, will be a prerequisite to support the Director of the Ada Lovelace Institute in navigating the opportunities and challenges the Institute faces.

Potential candidates will need to understand and navigate the research landscape, and be skilled communicators who are comfortable and credible interacting across a wide range of stakeholders including academia, tech and civil society. A strong candidate will also have a well-informed understanding of the data ethics domain and relevant networks, but this is not essential.

Above all, the new Chair will need to be a skilled chairperson and facilitator, and alongside the Director be a powerful advocate, champion and ambassador for the organisation.

Collective responsibility of the Chair and Board Members

- 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 focus is on strategy, performance and assurance, rather than operational matters.
- 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 as well as 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.

Specific responsibilities

Support to the Director

- Provide advice and support to the Director on organisational management, including organisational structure and people, financial planning, resource management, fundraising, policies and processes.
- Provide advice and support to the Director and Executive on:
 - strategic decisions with regard to research agenda and strategy development
 - questions of institutional positioning, reputation management and partnerships.
- From time to time, provide specific input into research projects or policy initiatives on the request of the Executive.

Board leadership

- Ensure that the Board's composition reflects the scope of Ada's interests and needs and support the development and refreshing of the Board at relevant moments, including jointly overseeing (with the Ada Executive and the Nuffield Foundation) the recruitment and appointment of new Board members.
- Plan and effectively chair regular Board meetings, facilitating open and constructive discussions and ensure all members are encouraged to contribute.
- Build consensus, where possible, from disparate views.
- Work with the Director to shape agendas for Board meetings and ensure that all governance issues are addressed.

Stakeholder engagement and development

- Interface with the Nuffield Foundation (with the Director) to:
 - liaise regularly with the Nuffield Foundation CEO to monitor the performance of the Institute and the Director against strategic goals
 - ensure the work of the Ada Lovelace Institute is visible to the Nuffield Foundation Trustees and that they have confidence in the organisation
 - annually, attend and present the work of the Institute to the Nuffield Foundation Trustee meeting.
- Interface with other funders and support the Director in developing and executing a fundraising strategy.
- Represent the Institute publicly to convey Ada's mission and key messages to important stakeholders, the media and other experts.

Person specification

Background, skills and experience

- Experience of managing a large or complex team, department or organisation, especially in the charitable or non-profit space.
- A strong interest in the intersection of technology and society, and its effects on people and wellbeing.
- Sound understanding of the role of Chair including highly developed facilitation and chairing skills.
- Credible to a wide range of stakeholders – academic, public policy, the tech sector, and civil society – both within the United Kingdom and internationally, and experience of building productive relationships with these diverse stakeholders.
- A proven commitment to equity, diversity and inclusion and a track record of delivery.
- Experience of leading diverse teams and committees, voicing and reconciling disparate views.
- An excitement for the Ada Lovelace Institute's vision and mission – and that of its major funder, the Nuffield Foundation.
- Willing and able to represent the Institute publicly to convey Ada's mission and key messages to important stakeholders, the media and other experts.
- Ability to have difficult conversations and to advocate for Ada when necessary.
- Broad understanding of the institutional landscape and where Ada fits in and can make a contribution.
- Some familiarity with fundraising, such as from Trusts and Foundations or research grants.
- Some experience developing strategy or theories of change.

Personal qualities

- Able to challenge and support the Director as a critical friend.
- Adept at working in an interdisciplinary, collaborative culture.
- Excellent communication skills with the ability to network and build relationships.
- Good listening skills and an openness to other views.
- A desire to understand Ada and Nuffield's vision for the organisation and support the execution of that vision.

Additional information

Location

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

Time commitment

As this is a growing organisation with an ambitious agenda, the Chair will need to be in a position to dedicate sufficient time to help guide the Director and Executive, in particular on matters of organisation growth and development (initially at least one day per month).

The Chair will need to liaise regularly with Ada Board members, in particular in the lead up to Board meetings.

The Board Chair will formally report to the Nuffield Foundation Board of Trustees on behalf of the Ada Board on an annual basis, and also maintain interim communication with the Chair and CEO of the Nuffield Foundation as appropriate.

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

In recognition of the time commitment anticipated, there is an honorarium of £8,250 per annum attached to this role.

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 or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to 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.

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.



www.inclusiveboards.co.uk



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