Missenden Abbey Board Member Recruitment Pack

**Background**

Buckinghamshire New University’s (BNU) mission is to transform lives through inspiring,

employment- and profession-focused education, empowering people and enabling them

positively to impact society and their future. Our strategy, Thrive 2028, sets the aim for BNU to

deliver sector-leading and life-changing educational and employment outcomes for our

students, providing them with skills for life, and enabling them to meet the global challenges of

the 21st Century.

We now aim to bring this mission and vision to life in the area of hospitality through two new

significant and linked initiatives. First, we are in the early stages of creating an international

beacon of excellence serving the UK and global hospitality industry – the Missenden Abbey

International Hospitality and Hotel School (MAIH&HS). MAIH&HS graduates will be job- and

industry-ready, receiving a blend of excellent academic education and comprehensive and

relevant skills-based job training within the Missenden Abbey Hotel and drawing on the hotel’s

events and existing operations. They will be ready to form the next generation of workers and

leaders in the global hospitality industry. Second, the University is planning a long-term and

strategically driven investment in our dedicated hotel, conference, wedding and events venue,

Missenden Abbey.

Set in 10 acres of landscaped gardens on the edge of the picturesque Buckinghamshire village of Great Missenden, the Abbey is a wholly owned-subsidiary of Buckinghamshire New University. As set out in the University’s Thrive 28 Strategy the University has exciting plans to invest in Missenden Abbey. We are now in the very early stages of a plan to recreate Missenden Abbey as a high-quality, 4\* country hotel, offering excellent standards of hospitality, an ethical and sustainable operation, and strong support for the Missenden community. The Abbey will

therefore be an hotel with a difference –combining quality and first-class service with value

underpinned by a student workforce. The MAIH&HS will be a unique asset within Buckinghamshire. Through close partnership working with the industry, and its location near to London, London Heathrow, and Luton Airport, it will be unique within the UK. Through close attention to service and quality, we intend for it to stand comparison with some of the finest hotel schools in the world.

**Missenden Abbey Board**

As we refresh the strategic purpose for the hotel and the hotel school, the University now seeks to reform its Board of Directors. The Board will ensure these strategic developments benefit from a keen and consistent focus at board level, and that the hotel is steered successfully to a strong commercial operation operating in the 4\* market segment.

We are looking to appoint a non-executive Director. Our new NED will bring strongexperience of the hospitality sector, a keen sense of commercial acumen, combined withan enthusiasm for the University’s vision and a deep appreciation of the value ofeducation in meeting the sector’s workforce needs. Together with existing boardmembers representing the University, management staff from the hotel and from the MAIH&HS, the newly reformed Board will drive forward the strategic plan for the Abbey.

The role of the Missenden Abbey Board is to:

* drive the hotel to operate successfully as acommercial enterprise;
* question and test the business decisions ofthe management staff;
* enable the hotel to learn from best practiceelsewhere in the hospitality industry;
* ensure successful delivery against keystrategic objectives;
* guide and advise on the hotel’s operationand investment strategy;
* enable the hotel to operate at the requisitestandard to be the key business partner for the MAIH&HS;
* and provide assurance to BNU and itsgoverning body (the Council) in relation to commercial viability of the hotel and its use of University funds.

Members of the Missenden Abbey Board will also ideally satisfy each of the following:

* deep knowledge of the UK and global hospitality/hotel industry
* excellent working knowledge of successfully leading or managing commercial organisations successfully implementing a strategic vision within a commercial organisation
* enthusiasm for and/or experience of educational delivery within the hospitality industry.

Person Specification

Members of the Missenden Abbey Board will need to demonstrate the following qualities:

* a proven track record of providing clear, independent, balanced advice and guidance;
* the ability to challenge constructively;
* excellent communication skills;
* the ability to interpret quickly complex information;
* ability to work as part of a team of Board members and senior staff;
* the ability to think strategically;
* a good understanding of governance;
* and an ability to exercise responsibilities with initiative and discretion.

We are particularly interested to hear from candidates with:

existing board-level experience within the commercial sector and experience in the hospitality sector, especially in the boutique hotel marketplace.

**Commitment to Equity, Diversity &Inclusion**

BNU is proud to have a diverse community and a strong track record of diversity, equity and inclusion. Our aim is to continue to build an environment where everyone thrives and can be themselves. We therefore ensure that our interview/shortlisting Chairs complete the relevant e-learning and/or inclusive recruitment training.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in BNU’S workforce. These include people from global majority backgrounds, disabled people, and LGBTQI+ people. We will also offer alternative interview options for neurodiverse candidates.

**Reasonable expenses associated with the interview will be reimbursed.**

**Additional Information**

Appointment Term to Missenden Abbey Board:

The initial term of appointment is four years extendable for a second term up to a maximum of

eight years. A full induction is provided to successful candidates.

Time Commitment:

The Board meets between 6-8 times per year to debate and discuss issues. The estimated

time commitment for this role is 6 days annually although more time may be required

depending on the business plans being taken forward at the time. Access to meeting

papers/boardpacks is via the University’s Committee servicing software.

Remuneration:

This role is non-remunerated. All Directors are able to claim reasonable travel and other

expenses incurred whilst undertaking related duties.

Conflicts of Interest:

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

an actual conflict exists.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Missenden Abbey Board. If you wish to apply for this position, please supply the following by 23.30 on 17/12/2023:

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 howyou meet the person specification. (Please note that the covering letter is an important part of your application and will be assessed as part of your full application.)

Details of two professional referees together with a brief statement of theirrelationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email

bnu@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 CVand cover letter to

bnu@inclusiveboards.co.uk

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 equityand diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjectsincluding personal branding, inclusive recruitment practices and boardstructures and governance as well as delivering leadership developmentprogrammes 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 notifiedof the latest opportunities as and when they become available.

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