



Missenden Abbey Board

Recruitment Pack



BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891

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-subsiary 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 strong experience of the hospitality sector, a keen sense of commercial acumen, combined with an enthusiasm for the University's vision and a deep appreciation of the value of education in meeting the sector's workforce needs. Together with existing board members 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 a commercial enterprise;
- question and test the business decisions of the management staff;
- enable the hotel to learn from best practice elsewhere in the hospitality industry;
- ensure successful delivery against key strategic objectives;
- guide and advise on the hotel's operation and investment strategy;
- enable the hotel to operate at the requisite standard to be the key business partner for the MAIH&HS;
- and provide assurance to BNU and its governing 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.
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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.
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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 **23.59 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 how you 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 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 further questions after reading this pack, please email **bnu@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 **bnu@inclusiveboards.co.uk**.





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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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