



Job Description - Biomakespace Director

Role	Director
Location:	Cambridge, United Kingdom
Reports to:	Directly to other Directors.
Job Overview	
<p>Biomakespace is Cambridge's community laboratory. We are a volunteer-led not-for-profit organisation running a laboratory and maker space on the Cambridge Biomedical Campus. We provide training and events for anyone pursuing lifelong education in biotechnology and engineering, as well as space for collaborative, curiosity-driven research projects that emerge from our community of students, academics and professionals from many disciplines and backgrounds. In addition, we offer affordable access to startup companies for prototyping and proof-of-concept work, which subsidises our community activities.</p> <p>The Directors of Biomakespace collectively take overall responsibility for governance of the organisation, including ensuring that we meet all statutory requirements and leading the organisation's strategic planning and fundraising to deliver positive social impact through education and the advancement of science. They also perform other leadership functions e.g. appointing and managing volunteers; ensuring the organisation runs smoothly on a day to day basis and acting as the public representatives at events and in meetings with strategic partners and funders. Each Director additionally has a specific area of responsibility (e.g. safety, corporate governance, communications, fundraising and partnerships) and is expected to contribute as necessary to other areas.</p> <p>We are seeking a new voluntary Director to join the existing team of four and to become a trustee if we are successful in our application to gain charitable status, which is near completion. The role involves a commitment averaging 4-8 hours per week and provides an opportunity to be involved in governance of a unique organisation at an exciting time in its development. The Director would ideally take special responsibility for corporate governance so experience of corporate or not-for-profit governance and financial management is desirable.</p> <p>Success in the role looks like playing a key part in enabling Biomakespace to expand our contributions to education and advancement of science and to secure a larger space and a financially sustainable long-term future.</p>	

Responsibilities and Duties

- Shaping the Biomakespace mission: the priority of all Directors is ensuring that all aspects of Biomakespace and its business functions fulfil our mission and if successfully registered as a charity, our charitable objectives.
- Ensuring we meet all aspects of our statutory requirements and furthermore follow best practice in terms of corporate and charitable reporting, conforming to health and safety regulations, documentation of policies and procedures, obtaining adequate insurance, contracting with partners and consultants.
- Networking with potential funders, partners, supporters: Directors are the primary public representatives of Biomakespace and are responsible for developing a thriving network of supporters for the mission.
- Fundraising to support the strategic plan of Biomakespace: writing grants, pitching for investment, requesting donations.
- Managing volunteers to deliver projects or roles, usually each Director manages volunteers in their area of specialisation with some overlap.
- Attending quarterly Directors meetings and fortnightly committee meetings.
- Contributing to any related tasks necessary for the effective and safe operation of Biomakespace.

Qualifications

- **Education level:** a degree in a STEM-related subject or a subject relevant to the role is desirable
- **Experience:** +5 years in research, non-profit management, academic administrations, or corporate governance is desirable.
- **Specific skills:** financial literacy, communications
- **Personal characteristics:** leader, mentor, team player, adaptable, strategist
- **Certifications:** None necessary

For informal enquiries contact the existing Directors Abigail Wood, Jenny Molloy, Katia Smith-Litiere and Roger Mason via directors@biomake.space.

Applicants should submit a covering letter explaining their interest in the role and a CV to directors@biomake.space by 28 Feb 2020 and interviews will take place in early March.