

SOMERSET HOUSE

Role:	Trustee
Specialist:	IT systems hardware, IT systems software, Digital
Time commitment	The Board meets at least 6 times a year and otherwise as required. Trustees are also encouraged to come to events and private views at Somerset House

Welcome from the Chair

Thank you for your interest in joining Somerset House Trust's board of trustees, which I am proud to chair.

I often describe SH as a teenager in great grandparents' clothing. In less than twenty years Somerset House has been transformed from government offices into one of London's most exciting and innovative arts centres.

As well as welcoming over 3 million visitors a year, we are home to what is probably the largest concentration of artists, designers and creative enterprises in the UK. Many of our residents are working at the cutting edge between creativity and technology. Our model is unusual because we are a self-sustaining charity, receiving no regular public funding. We think constantly about how we can optimise our space to fulfil our vision and rental income is a vital part of covering our basic running costs.

We are looking for a new trustee who can help us ensure that our organisation and infrastructure are as innovative and forward-looking as many of the artists and other creative enterprises based here as part of our creative community.

I look forward to hearing from you.

Best wishes,

William Sieghart CBE
Chair

About Somerset House

Somerset House is London's working arts centre and home to the UK's largest creative community. Built on historic foundations, Somerset House is situated in the very heart of the capital. Dedicated to backing progress, championing openness, nurturing creativity and empowering ideas, its cultural programme is ambitious in scope. Somerset House insists on relevance, but isn't afraid of irreverence, and is as keen on entertainment as enrichment. It embraces the biggest issues of current times but is equally committed to the delicate task of oxygenating new work by emerging artists. It is this creative tension - the way in which the organisation harnesses its heritage, puts the too-often overlooked on the central stage and uses a neo-classical backdrop to showcase groundbreaking contemporary culture - that inspires Somerset House's programme. Old and new, history and disruption, art and entertainment, high-tech and homemade, combined with the fact that Somerset House is home to a constantly shape-shifting working creative community: this is its point of difference. It is what the organisation is proud of. And it is what makes the experience of visiting or working in Somerset House inspiring and energising, urgent and exciting.

The Trust, a registered charity, has developed a unique business model, where nearly all income is derived from property, commercial, cultural events and fundraising, with almost no public investment and to date little fundraising. Annual income is in the region of £16m. Rents and other income, including food and drink from the residents, makes up about 65% of revenues and the balance comes from cultural and commercial events activity. Somerset House have redeveloped several of its buildings, allowing the Trust to develop a unique business model where its income is made up from rental and commercial activities, letting office space to over 100 creative enterprises that constitute what is thought to be the largest cluster of the creative industries in London. The largest of the tenants include the Courtauld, King's College and the British Fashion Council.

Summary and aims of role

Somerset House Trust is looking for a Digital Technologist to join our board of trustees. Not only does Somerset House Trust rely on IT for the day-to-day smooth running of the organisation, much of Somerset House is occupied by a creative community and they and our visitors depend on the IT infrastructure that we provide. IT at Somerset House is led by our Head of IT, Stuart Winter, who reports to the Chief Operating Officer.

This role is for a Trustee with a strong CTO background with demonstrable experience of working in innovative organisations to provide strategic guidance, expertise and be a critical friend to the executive team. We want someone with the following expertise:

- Passionate about technology & innovation – curious about new and emerging technology with an instinct for how it might evolve.
- A strong technical competency with a sound underlying knowledge of how things work.
- Understands different business models and delivery functions within those models
- Digitally aware with a strong understanding of social media and the increasing importance of CRM /the use of data to better understand our customers
- Data and privacy, Security. Experience and expertise of identifying / managing risk.
- Great communication skills and judgement with the ability to cut through the jargon

Somerset House Trust is a registered charity (number 1063640) and private company limited by guarantee (company number 03388137) operating at Somerset House, Strand, London WC2R 1LA.

Trustees are jointly and severally responsible for the overall control and strategic direction of SHT accordance with the Somerset House Act 1984, Memorandum and Articles of Association and other relevant legal and regulatory requirements (including rules and guidance issued by the Charity Commission) and the principles of good governance. The Board of Trustees has the power to delegate responsibilities under the provisions of the rules to carry out activities and decision making but does not, by doing so, abrogate its overall responsibilities. Trustees must act in a manner which meets the charitable objects of Somerset House Trust as set out in the Memorandum and Articles

Role and responsibilities of all Trustees

- To act in the best interests of Trust at all times and for the benefit of present and future beneficiaries, in accordance with Somerset House Trust's governing documents
- To promote and sustain Somerset House Trust's assets and resources.

Strategic Direction and Performance Management

- To agree the strategic direction of Somerset House Trust; approving the 3-year business plan, along with the annual budget and annual report and accounts.
- To ensure the solvency and effective management of Somerset House Trust.
- To delegate implementation of the strategy and the 'day to day' management of Somerset House Trust to the Director and to ensure that any duties delegated to the Director do not impinge on those of the Board.
- To take responsibility for the appointment and ongoing management of the Director.
- To monitor Somerset House Trust's performance and delivery and ensure that any corrective action is taken.

Governance

- To ensure personal familiarity with Somerset House Trust's governing document, other regulatory and legal requirements and operational processes.
- To ensure compliance with all legal and regulatory requirements relevant to Somerset House Trust's activities, for example in relation to health and safety, employment of staff, money laundering and the proceeds of crime and data protection.
- To ensure that minutes are kept recording the key issues and the decisions of meetings of the Board and any Committees.
- To ensure that there is no personal profit from the office of Trustee.
- To delegate certain responsibilities to Trustee Board committees (as set out below) which are documented in the committees' terms of reference
- To retain specific matters for its approval which are set out in the 'Matters reserved to the Board' schedule as set out in the appendix

Financial and Risk Management

- To ensure that there are effective controls in place to monitor and review regularly Somerset House Trust's finance and administration systems.

- To ensure that appropriate records relating to accounts and financial matters are maintained in the required manner and that they are independently audited and filed appropriately.
- To ensure that all risks to Somerset House Trust and its assets are identified, and appropriate steps taken to mitigate those risks

Somerset House Trust will

- Provide the trustees with timely and relevant information in order to allow the board to govern well.
- Provide the board with advice when necessary ensuring that external professional advisors are available as and when needed.
- Work in partnership with the board to ensure that it fulfils all its statutory and legal responsibilities.
- Invest time, money and other resources in order to help support and further develop good governance.
- Provide the board with the necessary administrative and other support that they will need to govern well.

Recent IT projects have included

- Full site wireless upgrade - provide complete cloud controlled coverage around the estate.
- Full site wired network upgrade – Migration of the wired infrastructure to a new, faster, cloud controlled solution, serving around 6000 devices a day.
- Telephony upgrade –upgrade, providing new handsets, a mobile app, reduced call costs, video calling, and internet calling.
- Nexodus – Introduction of our co-work management software
- Cyber Security – ongoing programme including Cyber Essentials Plus certification, cyber security training, phishing testing, systems monitoring and frequent all staff update sessions.
- IT Team restructure – move from 1.5 staff outsourced solution to 2 full time inhouse employees

Somerset House is open to all and we value the unique skills of everyone. Somerset House Trust is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion in our workplace, so if you're a suitably qualified applicant we'll welcome your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.



