Chair of the Board of Trustees

Organisation: The Queen's Hall
Location: Edinburgh, Scotland
Remuneration: Voluntary, with reasonable expenses paid
Term: Three years, renewable at the Board's discretion up to a maximum of three terms
Time commitment: Approximately two to four days per month

Role Overview

The Chair will lead the Board in providing effective governance, strategic oversight and collective accountability. Working closely with the Chief Executive, they will provide appropriate support, guidance and constructive challenge while maintaining a clear distinction between governance and operational leadership.

The appointment comes at an important point as The Queen's Hall develops its new Artistic Strategy and approaches its 50th anniversary in 2029. The Chair will help the organisation clarify its distinctive place within Edinburgh's cultural landscape, strengthen its external profile and prepare for its next chapter.

An important part of the role will be representing and advocating for The Queen's Hall externally. The Chair will develop relationships with cultural partners, funders, politicians, donors, promoters and other stakeholders, helping to strengthen its visibility and support its future ambitions.

Key Responsibilities

Board Leadership and Governance

- Provide effective and inclusive leadership to the Board.
- Chair meetings, ensuring discussions are focused, constructive and support clear decision-making.
- Attend committee and working group meetings.
- Create an environment in which all Trustees are encouraged and supported to contribute.
- Support the induction and development of new Trustees and keep the Board's effectiveness and succession needs under review.
- Ensure The Queen's Hall complies with its governing documents and relevant legal and regulatory requirements.
- Promote high standards of governance, integrity and collective accountability.

Strategy and Organisational Development

- Lead the Board's contribution to the development, approval and oversight of organisational strategy.
- Support the development and delivery of the new Artistic Strategy.

- Help clarify The Queen's Hall's identity and position within Edinburgh and Scotland's cultural landscape.
- Support preparations for The Queen's Hall's 50th anniversary in 2029.
- Ensure the Board maintains appropriate oversight of artistic impact, audience development and the stewardship of the building.

Chief Executive Support

- Develop a strong and constructive relationship with the Chief Executive.
- Provide appropriate support, guidance and constructive challenge.
- Act as a regular point of contact and sounding board.
- Ensure the Chief Executive is supported and accountable for delivering the agreed strategy.
- Maintain a clear distinction between governance and operational leadership.

External Representation

- Act as an ambassador and advocate for The Queen's Hall.
- Represent the organisation at appropriate performances, events and external meetings.
- Develop relationships with cultural partners, funders, politicians, donors, promoters and other stakeholders.
- Help communicate The Queen's Hall's artistic, cultural, social and economic contribution.
- Support opportunities to strengthen the organisation's profile, partnerships and fundraising.

Finance, Risk and Sustainability

- Ensure the Board maintains effective oversight of financial performance, risk and long-term sustainability.
- Support appropriate scrutiny of budgets, financial plans and significant commitments.
- Ensure resources are used effectively in pursuit of The Queen's Hall's charitable objectives.
- Support the organisation's ambitions to strengthen and diversify its income.
- Safeguard the charity's assets, reputation and responsibilities as custodian of a Grade A-listed building.

Time Commitment

The overall time commitment is approximately two to four days per month.

The Board meets at least four times each year in Edinburgh, alongside occasional Board and staff away sessions. The Chair will need to commit additional time between meetings to maintain regular contact with the Chief Executive, prepare for and lead Board meetings,

support effective governance and represent The Queen's Hall externally. This may include attending events and meeting funders, partners, politicians, donors and other stakeholders.

The Chair will also contribute to relevant committees and working groups.

Person Specification:

Criteria	Essential	Desirable
Relevant experience		
Senior Board, governance or organisational leadership experience, gained as a Chair, Chief Executive, senior Trustee, non-executive or equivalent leader.	✓	
Experience of supporting and constructively challenging a Chief Executive or senior leader while maintaining governance boundaries.	✓	
Previous experience as a Chair, Vice-Chair or committee Chair.		✓
Leadership or governance experience within music, arts, culture, live performance, venue management or a closely related environment.		✓
Experience of fundraising, income diversification, sponsorship or donor engagement.		✓
Knowledge and strategic skills		
A strong understanding of charity governance, Trustees' legal duties, collective Board accountability and the distinction between strategic oversight and operational management.	✓	
Financial literacy and the ability to oversee organisational performance, risk and long-term sustainability.	✓	
Ability to contribute to the development and oversight of strategy, ensuring priorities and resources remain aligned with The Queen's Hall's purpose.	✓	
Knowledge of Edinburgh and its cultural, civic and political landscape, or the ability to develop this understanding and establish credibility.	✓	
Experience of working with local or national government, public bodies or cultural funders.		✓
Leadership and relationships		
Ability to provide effective and inclusive Board leadership, supporting Trustees with different backgrounds and levels of experience.	✓	
The credibility and confidence to represent and advocate for The Queen's Hall and build productive relationships with stakeholders.	✓	
Excellent communication skills, with the ability to listen, include different perspectives and provide constructive challenge.	✓	

Criteria	Essential	Desirable
Values and personal commitment		
A genuine passion for music and live performance and a strong commitment to The Queen's Hall's purpose and future.	✓	
A clear commitment to equity, diversity and inclusion, alongside integrity, sound judgement and respect for collective decision-making.	✓	