

# TRUSTEE

## Recruitment Pack

THE DEEP

For conservation, not profit.





## INTRODUCTION

**DEAR POTENTIAL TRUSTEE,**

Since being established as a company in 1998 and securing charitable status in 1999, The Deep's Board has been pivotal in guiding and championing our charity's work whilst shaping the organisation into the successful world-renowned aquarium which opened in 2002 and has now been enjoyed by nearly 10 million visitors.

2024 sees the natural retirement of a number of The Deep's Trustees, some of whom have been with us since the very start. The Deep thanks those who have given such devoted service and we also sadly reflect on the recent passing of The Deep's Chairman, Honorary Alderman David Gemmell, OBE. We give thanks to his tremendous vision to create The Deep and then dedicate almost 30 years to our charity's success.

The Board is looking forward to welcoming new members to its team and, over the next year, a period of recruitment, induction and shadowing has been planned to share experience as terms of office come to an end. With a commitment to equality, inclusivity and diversity, the Trustees are keen to welcome people from all backgrounds and cultures with a shared passion for The Deep and its charitable commitments and, of course, some strong transferable skills.

We look forward to your application to join us to further The Deep's mission, which is 'To create a deeper understanding and enjoyment of the world's oceans and inspire positive change for their survival'.

**Katy Duke | CEO**  
katy.duke@thedeep.co.uk





## WELCOME TO THE DEEP!

The Deep is an education, conservation charity and public aquarium based in Hull city centre.

The Deep has proudly remained a financially independent charity since opening in 2002 and, led by a Board of voluntary trustees, is solely responsible for its own finances.

The Deep aims to reach as many people as possible, with significant emphasis on accessibility through equality, inclusivity and diversity, and is award-winning in this field.



The Deep is a member of the British and Irish Association of Zoos & Aquariums ([BIAZA](#)) which represents zoos and aquariums achieving the highest standards of animal care, protecting the natural world through research and conservation, and educating and inspiring their visitors. The Deep is also a member of the World Association of Zoos & Aquariums ([WAZA](#)) which seeks to do the same, on a global level.

The Deep welcomes 450K visitors per year, nearly 10 million since opening, with 18K pupils taking part in formal education school visits annually. Open 363 days every year, The Deep is an iconic building on the city's skyline and is a symbol of regeneration within the City of Hull, as important for local tourism as it has been for conservation and education. The Deep has an estimated annual net worth of £18 million to the local economy and employs 150 people.

The newly refurbished Cool Seas Gallery at The Deep acts as a flagship for the Yorkshire coast, showcasing its beauty, biodiversity and geology which is of international importance to many species. This exhibit renewal is an example of The Deep's continued commitment to reinvestment in the attraction to maintain a modern, exciting visitor offer which will continue to attract audiences from far and wide.

## LINKS ►

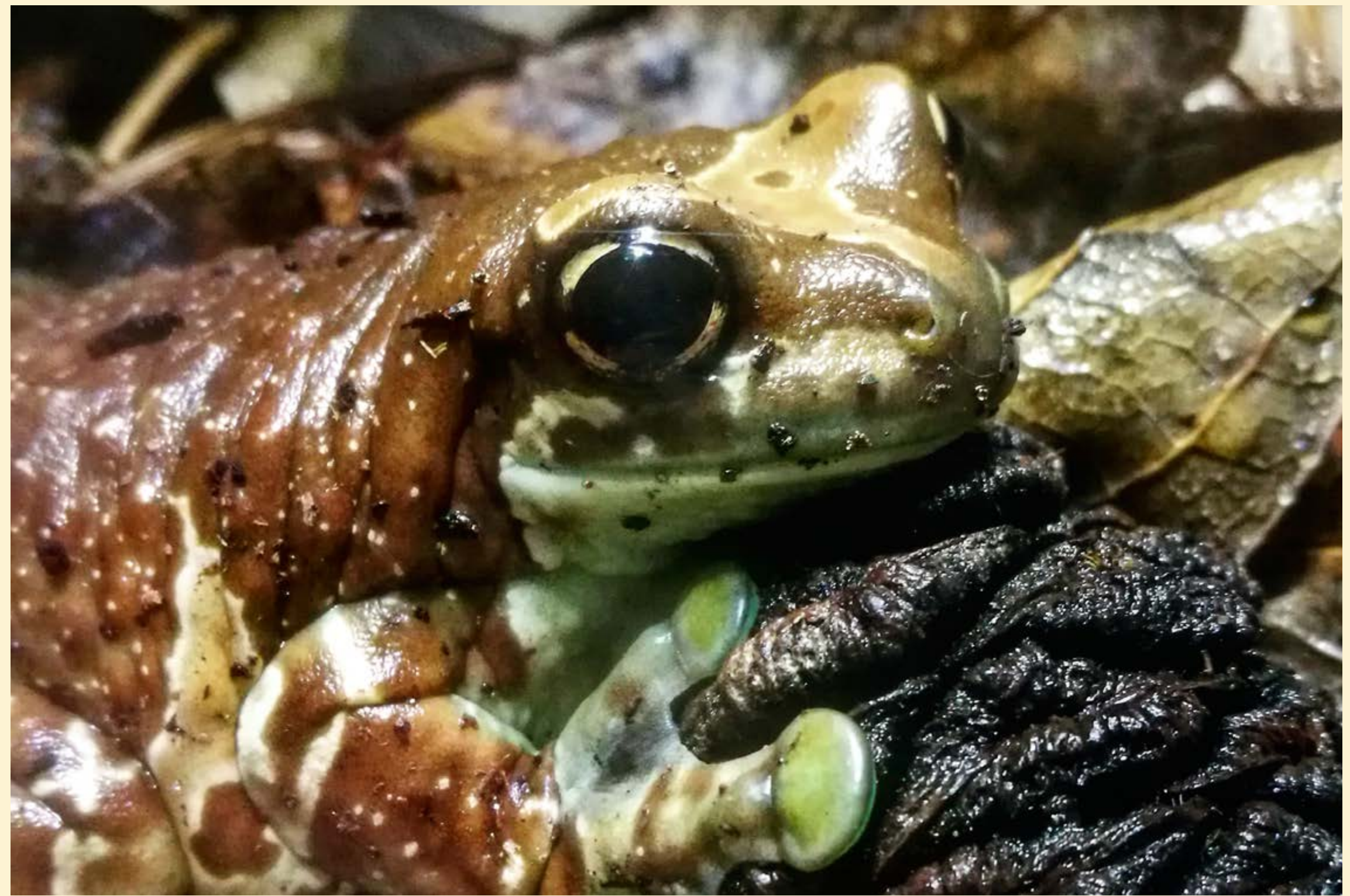
POSITIVE IMPACTS  
OF THE DEEP  
[Click to View](#)

YEAR IN REVIEW  
**2023**  
[Click to View](#)

OUR  
MANTRA  
[Click to View](#)



## TRUSTEE OPPORTUNITIES



## TRUSTEE OPPORTUNITIES

The Deep is looking for six Trustees to join its Board over the next year. A knowledge of charity governance and strategic management may be useful, as would some knowledge of conservation – and our animals! - but none of this is essential.

A full induction period is planned and there would be the opportunity to observe Board meetings before appointment, with mentoring and shadowing of existing Trustees.

A commitment to The Deep's positive culture of great communication, respect and enthusiasm is essential, as is adherence to Charity Commission guidance and Code of Conduct.

As the conservation work and day to day operations of The Deep is so wide we would particularly welcome applications from individuals with skills and experience in some of the following key areas:

- Finance
- Legal/Governance
- Human Resources
- Fundraising (including Grant Funding and Legacy Funding)
- Engineering/Facilities Management
- Health, Safety & Wellbeing
- Tourism, Marketing and Public Relations
- Customer Service
- Business/Commercial (including Retail, Food & Beverage, Hospitality)
- Accessibility
- Sustainability
- Marine Science, Conservation, Research, Aquarium/Zoo Sector
- Exhibition Design including Digital, Audio Visual and Information Communication Technology



## BEING A TRUSTEE



## BEING A TRUSTEE AT THE DEEP

The Deep is a registered Charity, EMIH Limited 1073254. The latest Directors' Report and Financial Statements can be found on Companies House and/or the Charity Commission websites (search for EMIH Limited).

**STRUCTURE:**

The Board of Trustees of The Deep has nine positions, six of which are coming to the end of their terms of office over the coming year. To ensure that the Board is refreshed on an ongoing basis, Trustees serve terms of four years, with Trustees eligible to serve a maximum of two terms (so eight years in total).

The Deep's charitable company (EMIH Limited) has a wholly-owned trading subsidiary company (Running Deep Limited) through which the commercial activities of The Deep take place. Surpluses made by Running Deep Limited are gifted to the charity.

**TIME COMMITMENT:**

- Attendance at hybrid\* Board meetings, currently 6 per annum, normally January, March, May, July, September and November. Board meetings currently take place on Friday afternoons, but the new intake may decide that they would like the meetings held at different times. [\*Although Trustees often enjoy regular visits to The Deep, Board meetings can be attended in person or online.]
- Occasional working groups may be established to deal with specific issues but there are no regular, scheduled sub-Board meetings.
- Full Board papers and minutes of meetings are circulated at least one week in advance of meetings for Trustee scrutiny.



## BEING A TRUSTEE

**CONTINUED**

Whilst the role of Trustee is a voluntary one, reasonable expenses would be paid for fulfilling the role of Trustee and any costs incurred in attending meetings (eg. mileage, travel costs or accommodation where applicable).

**DUTIES OF THE TRUSTEES:**

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

To learn more about the responsibilities involved in being a Charity trustee please visit:

**Charity Commission, document CC3.**

In addition, it is noted that Trustees are also Company Directors, therefore the following duties are included.

**DUTIES OF DIRECTORS:**

1. Act within their powers
2. Promote the success of the company
3. Exercise independent judgement
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Not accept benefits from third parties
7. Declare interests in transactions or arrangements



## HOW TO APPLY



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For an informal discussion about these opportunities please contact:

**Katy Duke, CEO, [katy.duke@thedeeep.co.uk](mailto:katy.duke@thedeeep.co.uk)**

Please apply in writing through a letter of application and introduction, to be received by 5pm, Friday 31 May 2024.

To be sent to:

**Katy Duke, CEO, [katy.duke@thedeeep.co.uk](mailto:katy.duke@thedeeep.co.uk)**

**The Deep, Hull, HU1 4DP**

If you would like to discuss alternative methods of application due to access needs please contact **Katy** or **Louise Kirby, Director of Operations & People, 01482 381004, [louise.kirby@thedeeep.co.uk](mailto:louise.kirby@thedeeep.co.uk).**

Shortlisted candidates will be invited for an interview with a panel of Trustees and charity stakeholders.

The chosen candidates will then be appointed as Trustees and a period of induction to The Deep and its Board would commence.



