



Trustee – Role Description

Our trustees play a vital role in making sure that More Education achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that More Education has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable More Education to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on More Education’s purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee More Education’s financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve More Education’s financial statements.
- Provide support and challenge to More Education’s CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in More Education’s operating environment.
- Contribute to regular reviews of More Education’s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect More Education’s interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of More Education’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, time, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- Experience of being a trustee is an advantage.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values and ethos (attached).
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a three-year term of office, renewable for one further term to a maximum of six years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment

- Attending four Board meetings annually. Currently meetings are held predominantly online.
- Quarterly attendance at meetings of one of our Board's working groups.
- Occasionally attending annual strategy days and training sessions.

Committee membership

Trustees are expected to join and support the work of one of the Board's working groups which will meet quarterly on a specific topic (Finance, Governance, Fundraising, Education, Safeguarding).

**The role will be subject to full enhanced DBS checks in line with our Safer Recruitment Policy (attached).*

How to apply:

Please send your completed application form and any questions about the role to our Chair of Trustees – charlie@moreeducation.co.uk with **Trustee Position** in the subject line.

Deadline for applications: **12th April 2024**

Following the deadline, your application will be reviewed and you may be invited for an interview before a final decision is made.

We hope to inform candidates of our decision on: **18th April 2024**