



Vice Chair – Role Description

The Vice-Chair supports the Chair of Trustees in leading the board, ensuring that it governs the charity effectively, in service of the charity's vision and mission. The Vice-Chair helps leads in an inclusive way, supporting the board to work together well, and providing support and challenge to the Chief Executive. The Vice-Chair is also an ambassador for the charity and may deputise for the Chair of Trustees as and when necessary.

Vice-Chair role

- Work closely with the Chair of Trustees to provide strategic leadership to the charity and the Board, ensuring that More Education achieves its mission.
- Work in partnership with the Chief Executive and team to achieve our mission.
- Help lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the board and More Education's staff and volunteers.
- Help plan and chair the board meetings and meetings with the Chief Executive.
- Act as a confidential adviser to the Chair of Trustees, helping them to ensure effective governance, management and Board-Executive structures are in place.

What we are looking for

Essential

- Experience of being a trustee. You do not need to have been a Chair before.
- A keen sense of strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion More Education's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive and flexible, things sometimes 'come up' that require the Vice-Chair to advise, support or help decision-making.
- Someone with adequate time effectively commit to the role.

In addition to the above, the Vice-Chair will have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- 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.

Essential qualities and attributes of all trustees

- 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.
- 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.
- Regular meetings with the Chair of Trustees and Chief Executive with flexibility to respond swiftly to the occasional ad hoc issue.
- Quarterly attendance at Governance Committee meetings.
- Occasionally attending annual strategy days and training sessions.

**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 **Vice-Chair 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**