
Role Description and Person Specification

Title: Trustee

Location: London (with occasional UK travel)

Time commitment: Up to 1 day per month

Remuneration: This role is unremunerated. Travel expenses as well as other out of pocket expenses will be reimbursed.

Purpose

Board members are responsible for overall governance of the organisation, including oversight of its strategic direction and financial management.

The purpose of the role of Trustee is to work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of Voice 21 and ensure we remain a robust and sustainable organisation.

All our Trustees:

- Are committed to Voice 21 and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose.
- Have an understanding of the legal and regulatory duties of trustees and ensure that Voice 21 complies with charity law, company law and any other relevant legislation and regulation.
- Bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued growth of our organisation.
- Work effectively as a member of the Board team and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues.
- Prepare for, attend and participate actively in Board meetings and in support of allocated lead roles, working groups or other governance functions.
- Maintain the respect of stakeholders and the public by behaving with integrity.
- Will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required.



Time Commitment:

- The Board meets 4 times a year with an annual away day
- The expected time commitment is up to 1 day per month.

Person Specification

We are seeking candidates with:

- A passion for and commitment to Voice 21's vision, mission and values and to promoting the importance of high quality oracy education for children. An interest in the education system and desire to improve outcomes and opportunities for disadvantaged students in schools across the UK
- Understanding of the legal responsibilities of trusteeship, the charity sector and its governance.
- Experience of successfully dealing with strategic issues, interpreting complex information and business planning.
- Ability to collaborate, support and build relationships with internal and external stakeholders.
- Understanding of and ability to promote effective governance practices in the context of a registered charity and a commitment to Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Brings and applies specialist knowledge and experience in a range of contexts: We are particularly (although not exclusively) looking to attract Trustees who will bring experience/skills in one or more of the following areas:
 - Strategic finance and commercial experience
 - Entrepreneurialism and experience of scaling an organisation
 - Campaigning experience

You'll love this job if...

- You are motivated by the challenge of taking a small but successful newly independent charity to a new level of scale and impact.
- You believe that education has the power to change lives and want to be part of changing education.

