

Role Description

About the Trustee role

As a Trustee, you are a legal Director and sit on the Board of The Access Project. With the other Trustees, you assume collective responsibility for the overall health of the organisation, including its financial health, and ensure that its activities and operations are in line with its charitable objects and directed towards the fulfilment of the organisation's mission. The Board acts as a critical friend to the Chief Executive and Executive Team, providing support and challenge on the development of strategies and plans, and overseeing the organisation's performance.

In addition to this collective responsibility of governance and performance management, Trustees also provide individual support to the organisation. This might include support with recruitment, ad-hoc informal mentorship to a member of the Executive Team on a particular area of your expertise, or involvement on a formal sub-committee or ad hoc working group of the Board to steer initiatives within the growth agenda or organisational performance.

All Trustees are encouraged to support the organisation through a financial contribution at a level they deem appropriate and through their expertise on particular initiatives.

Duties and responsibilities

The statutory duties of a Trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuit of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how charitable and worthwhile those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the reputation, good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To manage the Charity's resources responsibly and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive and monitor their performance.

In addition, with other Trustees to hold the Charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

The commitment

We are seeking Trustees who will be actively committed to the mission, values and equality, diversity and inclusion focus of The Access Project. For all Trustees this would include:

- Contributing actively at our four board meetings per year, having read the papers circulated in advance. Up to two of these meetings will be held in a central London location, with the remaining be held online.
- Attendance at an annual away day
- Attending a programme visit annually (e.g. a school visit, university trip or Results Day) to gain a deeper understanding of our programme and the young people we serve.
- Supporting recruitment of Executive Team positions as required, in particular by sitting on recruitment panels.
- Spending time with the relevant Executive Director, or Chief Executive, to share your expertise on a particular topic.
- Attending fundraising events (e.g. round table events, drinks receptions or dinners during evenings), and identifying and inviting relevant contacts who could be supporters of our work.
- Acting as an advocate for our work within your network

In total, we expect a time commitment of around six days per year including four board meetings, working groups and representation at events.

We are seeking at least one trustee from this recruitment round who is financially qualified and would be willing to sit on our Finance Committee. For trustees on the Finance Committee, there would be some additional responsibilities:

- Attend three virtual and one in person Finance Committee meetings per year and read papers in advance
- Consider and respond promptly to out-of-budget expenditure requests submitted by the Executive Team from time to time
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In total we expect the time commitment for our financially qualified trustee will be a total of eight days including four Board meetings and four committee meetings, working groups and representation at events.

Person specification

We are seeking two trustees through this recruitment round.

1. An individual with experience in a senior school leadership team experience or CEO of a Multi Academy Trust, or in education policy. We are

particularly interested in experience gained in schools operating in areas of disadvantage across the North East or North West of England, as well as other regions.

2. A Chartered Accountant with senior strategic finance leadership experience; we are open to background and ideally our candidate will have experience of charity accounting and can bring some experience of supporting an organisation's financially sustainable growth.

Essential characteristics and experience for both trustees (applicants must be able to demonstrate all these)

- A strong and demonstrable commitment to The Access Project's mission, values and to the principles of equality, diversity and inclusion
- Ability to form a collaborative relationship with the executive team while maintaining the separation of interests required by Trustees
- An understanding of, and or, an affinity with, the challenges facing young people in the UK today
- A credible figure in at least one of our key constituencies: secondary schools, Higher Education, business, volunteering
- Access to networks of prospective funders including corporate partners and major individual donors and a willingness to approach contacts as prospective funders.

Desirable Characteristics and experience (applicants will have a couple of these)

- Experienced in external relations, advocacy and positioning of brand with key stakeholders
- Extensive knowledge of, and networks in, Education, Higher Education and/or the Widening Participation agenda
- Experience of guiding an organisation through growth and significant change.
- Previous non-executive board level experience within the third sector.
- Experience of business management/organisational risk management
- Understanding of safeguarding policies and procedures
- Understanding of corporate governance
- Understanding of impact assessment and monitoring and evaluation
- Experience as a volunteer tutor with The Access Project
- Previous experience as a student on The Access Project programmes

The Access Project welcomes applications from prospective trustees regardless of age, gender, ethnicity, sexual orientation, faith or disability.

We also welcome applicants who are based in, or have strong connections with our delivery outside London; in the East and West Midlands, and in West Yorkshire or other areas of the North East and the North West. All appointments will be made on merit, following a fair and transparent process. As those from younger age groups, people who have experience of some of the issues faced by our students, and people from ethnically diverse backgrounds are currently

underrepresented on the Board, applications from those candidates are particularly encouraged.

The Access Project is open to those seeking their first non-executive role, provided they can demonstrate that they have the ability to work at a strategic level, think creatively and criticise constructively.

The Access Project's mission

Our mission is to combat educational inequality by using volunteer tutors to help motivated students access top universities.

The Access Project's values

Empowerment

We support students and our people to develop the skills and knowledge to accomplish their goals.

Courage

We encourage our students and our people to be authentic, innovative and ambitious in order to reach their full potential and deliver our mission.

Impact

We evolve our programmes through an evidence-led approach, supporting our students to achieve their best outcomes.

Inclusion

We respect and value individuality and engage diverse voices to achieve our mission.

Ownership

We hold ourselves accountable in all our actions and efforts. We ask "What can I do to improve my results?"

Safeguarding statement

The Access Project is committed to safeguarding and promoting the welfare of children and young people and will expect all volunteers, staff and trustees to share this commitment.

Disclosure of a Criminal Record

The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 applies to posts where there is access to children. This means that applicants for employment, that involves working with children and young people, must disclose anything listed in their criminal record, with the exception of protected cautions and convictions. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose.

The application for a DBS check at a level appropriate to the job role will be activated before your first day of work. Members of staff who are not eligible for a

standard or enhanced DBS check are required to undertake a basic DBS check only in line with legal requirements. If you are selected for appointment to a Trustee role, you will be subject to this procedure.

References

All appointments are subject to verification of the suitability of the candidate. We request two references. If you have experience of working with children please include this as one of your references.

