

Trustees and Chair of Finance Committee



Location: Victoria, London, SW1/Hybrid.

Time Commitment: The total time commitment is approximately 8-12 days per year for Trustees and 12-15 days for the Chair of Finance.

Expenses: Reasonable expenses are paid. Support with travel and accommodation booking is provided where needed.

Remuneration: The position of the Chair of Finance Committee will be remunerated up to £8k pa.

Every day, educators and leaders across the Further Education (FE) and Skills sector inspire curiosity, drive progress and empower learners to achieve their potential. The ETF is here to amplify the vital role of the FE and Skills workforce. Working in partnership, we drive professionalism by setting professional standards for the quality of teaching and leadership across the sector. We provide educators with professional development throughout their careers, we champion inclusion, and we embrace change in support of a thriving FE and Skills sector. Together, we are transforming lives and opportunities for learners aged 14 and above.

We support educators across FE and Skills to help them to achieve their professional development goals for the benefit of learners and employers across England. In doing so, we help to transform the lives of individuals and communities across the country, unleashing potential and benefiting the economy. Our activities include the commissioning and delivery of professional workforce development programmes (e.g. leadership development, T Level professional development, Maths and English enhancement) and the running of the sector's professional membership body, the Society for Education and Training (SET).

The ETF's Board are the charity's trustees. The Board oversees the work of the ETF. It sets strategic direction; ensures proper financial and governance arrangements are in place; and ensures that the ETF remains focused on delivering successful outcomes for its beneficiaries.

Three trustees are due to retire from the Board at the ETF AGM in December 2024 and we are now looking for up to 5 new trustees with a range of skills and different life experiences to join our energetic board. We are keen to increase the diversity of the Board. We are particularly seeking trustees who have experience in membership and professional bodies; digital transformation; commercial, specifically expertise in new product development; monetising products and sales as well as experience working in/with ITP and Adult Education providers.

We are also looking for a new Chair of Finance Committee to continue the important work of the current Chair of Finance Committee, with a handover period to help shape the non-exec oversight of the charity's finance and ensure a robust framework is in place. The ideal candidate will possess professional expertise and senior experience including operating at Board or Committee level in a large organisation and experience of chairing Board Committees, ideally with a background in finance including a recognised professional qualification in finance. The ETF would like the prospective new Chair of Finance Committee and Trustees to be available to join the AGM on Monday 9 December (online) and Board strategy day on Tuesday 10 December (in person) and the following Board and Committee meetings (from the new year).

Key responsibilities:

- Ensure that ETF complies with its Articles, charity law, company law and any other relevant legislation or regulations.
- Act in the charity's best interests and ensure that ETF applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- Ensure that ETF defines its goals and evaluates performance against agreed targets.
- Ensure the financial stability of ETF, including managing ETF's property and ensuring the proper investment of its funds.
- Act with reasonable care and skill, and ensure the charity is accountable.

Some of the essential competencies we are looking for all Trustees:

- Understand and appreciate the importance of the FE and Skills sector.
- Be committed to ETF's strategic objectives and to living its values.
- Promote equity, diversity, inclusion and belonging.
- Act as an ambassador of the ETF and wider FE and Skills system, promoting its work through networks.
- Act fairly and impartially, using independent judgement and maintaining confidentiality.
- Able to think strategically, understand complex issues and make pragmatic decisions and be prepared to take difficult decisions and challenge the status quo.
- Experience of operating at Board or Committee level in a large organisation (Chair of Finance).
- Recognised professional qualification in finance (Chair of Finance).
- Recent and relevant professional financial background and experience (Chair of Finance).

Full details of the role and responsibilities required can be found in the link below. Please apply by visiting www.thewlisgraham.com/opportunities and following the instructions in the candidate brief quoting reference AB0802 / AB0802FC for the role of Chair of Finance Committee. The closing date is 25 September at 4pm.

Should you still require a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com.