

TRUSTEE INFORMATION



Career
Colleges®

PROSPECTIVE TRUSTEES INFORMATION PACK

The Career Colleges Trust is a national charity, founded by Lord Baker in 2013, launched by the then Skills Minister, Matthew Hancock MP. The charity works with industry leaders, employers and educators to improve the career prospects of young people and address sectoral skills shortages. This is achieved through industry-designed training, mentoring and work placements.

The Trust has benefited from ongoing expertise from major firms including Amazon Web Services, Sir Robert McAlpine and Accenture. It also seeks close working relationships with regional employers and SMEs who are key to young people's employment prospects and looking for recruits with the right expertise.

After seven years of operation, the Trust Board has agreed that we need to update and expand Trustees, to ensure consultation and expertise with new growth industries and maintain currency of our work in post Brexit Britain. The Trust is not political but wishes to be sensitive to the economic imperatives and opportunities in the UK. It is often consulted by the Department for Education on new initiatives.

EXECUTIVE SUMMARY

ROLE SPECIFICATION

New Trustees will act as a source of strategic expertise to support the development of the Trust's work. Trustees will shape the direction and focus of the Trust and ensure the strategic aims are effectively and appropriately progressed.

KEY RESPONSIBILITIES

- Advise the Trust's leadership team and Board on appropriate action to fulfil the Trust's aims.
- Identify and advise on aspects of the Trust's activities where their own specific skills and experience gained in a specialist/industry/education setting provides them with relevant insight
- Help shape proposals for the development and activities of the Trust

PERSON SPECIFICATION

The successful candidates will have operated at the senior level in a large and / or complex public, private or charity organisation in at least one of the following functions: industry specialist, finance, education, project management, marketing. They will have also contributed to strategy or development of the organisation at the management committee

or board level. In addition, the successful candidate will demonstrate a keen interest in the work of the Trust and its key objectives.

REQUIRED FOR THIS ROLE:

- **Finance, business, and institutional governance acumen** Experience operating at management committee or board level in a complex public, private or charitable organisation.
- **Board advisory** The organisation is looking for non-executive Trustees with a strong advisory approach. If you have not previously held many non-executive positions, you should demonstrate a track record of influencing (at board level) the direction of your organisation, outside of your day-to-day area(s) of responsibility. Ideally this record will include sitting on panels or committees. If you already have non- executive experience, please detail this.

BOARD COMPOSITION:

- Roger Dawe CBE – Chair
- Bev Jones – CEO

We are seeking Trustees from a range of sectors, reflecting our organisation’s focus on key growth industries. We are also keen to engage with technical education leaders who will be able to support us in our mission to improve the prospects of young people.

KEY SPECIALISMS INCLUDE:

- ❖ Technical Education Leader
- ❖ Digital Technology
- ❖ Logistics
- ❖ Professional Services
- ❖ Engineering
- ❖ Construction
- ❖ Health Care
- ❖ Hospitality

TERM

Trustees will be appointed for a three-year term and are eligible to be re-appointed for a second three-year term.

REMUNERATION

This role is unremunerated, but reasonable domestic travel expenses will be covered.

PROCESS

This process is being run in-house by the organisation, who will view the applications who submit a profile or link to an online profile in the first instance. A phone call will be arranged to establish interest of all parties, followed by a meeting to progress appointment where appropriate.

CONNECTED PARTIES

Please reference any existing connections to our Trustees or education work at the point of application.

QUESTIONS & FEEDBACK

In the event you have any questions or feedback about the way the role or your application has been handled, please contact enquiries@careercolleges.org.uk

Role timetable

- ❖ **Deadline for applications: 26th June 2020**
- ❖ **Candidates can expect to be contacted by 3rd July 2020**
- ❖ **Candidates can expect the process to be completed by 10th July 2020**
- ❖ **Informal interviews will be held on 8th & 9th July 2020**

ABOUT CAREER COLLEGES TRUST

INTRODUCTION

The Career Colleges Trust is a charitable trust established in October 2013 to support the further education sector develop employer-led training and education to meet skills shortages areas across the UK. The Career College model aligns with government T Level reforms and successful European education models such as those seen in the Netherlands. The new Ofsted Education Inspection Framework introduced in September 2019 now also aligns with our well-established concept.

The Career Colleges Trust has worked with FE providers around the country to establish a network of Career Colleges. With an employer-designed (and led) curriculum, a focus on project-based learning and clear pathways to careers, students at these colleges benefit from hands-on training and high-quality work experience. This ensures they are well prepared for fulfilling careers, with a good understanding of the employment opportunities available. Putting employers in the driving seat assures students that they are learning relevant skills and building their employability. As a result, Career College students successfully progress into work, further/higher education, or an apprenticeship.

In practice, a Career College trains students not just to achieve a qualification but to be an effective employee and as such their learning experience should mirror the work environment.

CAREER COLLEGES ARE UNIQUE AND INNOVATIVE - THEY OFFER:

1. TRAINING DESIGNED BY EMPLOYERS, FOR EMPLOYMENT:

Training that relates to the real world of work and provides a clear line of sight to future careers, developed by ensuring that employers are actively involved in designing the curriculum and offer work experience, industry masterclasses, mentoring and support the development of project based learning.

2. INNOVATIVE APPROACHES:

to teaching, learning and assessment, including extensive use of project-based learning and embedding of digital literacy and enterprise/professional skills required for the specific industry. Critical to this aspect is access to employer-led project-based learning, providing students with an opportunity to learn while providing a solution to a real-world problem.

3. A FOCUS ON ESSENTIAL EMPLOYABILITY SKILLS, ENSURING STUDENTS HAVE THE KNOWLEDGE, SKILLS, ATTITUDES AND BEHAVIOURS THEY NEED TO WORK IN THEIR CHOSEN CAREER.
 - i. Supporting students to develop wider employability skills using the current practices, including use of social media as tool for job search and practising telephone, online and AI interview techniques as well as the traditional methods.
 - ii. Training students to operate in a work environment, setting high expectations whether they are in the classroom or on a work experience placement. Ensuring that they understand and demonstrate work ethic, standards, and professionalism, using appropriate language, communication style, dress, and behaviour.
4. HIGH QUALITY CAREERS EDUCATION, ADVICE AND MENTORING:
To expand horizons and encourage students to achieve their career ambitions – which is embedded into the core curriculum as well as through IAG.

OUR VISION AND MISSION

*“The **traditional model of further education will not, unchanged, prepare people for workplace success.** There are major gaps in the needs of employers and the skills acquired by workers. In an environment where people are likely to have a succession of jobs during their lives, society needs to reconceptualise what it means to have a career and shift the orientation to individuals making investments in their own skills and capabilities.”*

- Leonard A. Schlesinger, President, Babson

The Career Colleges Trust recognises the change required in our post 16 vocational education system. Our vision is to support Career Colleges to enable them to ensure that young people are equipped with the necessary skills and hands-on experience to secure a successful career. This is distilled into the following phrase:

“Supporting Students into Great Careers”

To facilitate our vision, we support a national network of employers and educators to ensure young people are equipped with the skills and competitive edge to succeed in highly aspirational careers. This is through our network of specialists who provide practical help with set up, implementation and evaluation.

OUR STRATEGIC OBJECTIVES

Our current strategic objectives, stated in our 2018 Business Plan are to:

- Ensure students are inspired towards ambitious careers in sectors that are growing.
- Support educators and employers to develop career-led education, aligned to government Technical Education plans
- Continue to upskill educators for our digital economy, to prepare young people effectively for work.
- Ensure a national resource infrastructure is fit for purpose.
- Grow investment in the Trust's charity work, through government collaboration and fundraising

These strategic objectives will be refreshed in 2020/2021 when a new Chair and industry-led Trustees are in place.

STRATEGIC ENABLERS

To realise our ambitions, the Career Colleges Trust needs to invest in an appropriate infrastructure to support its work and shape strategic direction. This will ensure we are aligned not only to government policy but more importantly to the skills challenges faced by employers. Key contributors to the Trust's work have been expert industry leaders and education advisers, who have provided guidance, business links, practical resources for students and PR support. We require all our Career Colleges to establish an employer advisory board to shape and support their work and, as a now well-established charity, we feel it is important to ensure that our own board of trustees is representative of the sectors we serve. Therefore, we are actively seeking individual trustees with operational management experience in the following sectors:

- Construction
- Engineering
- Health care
- Logistics
- Professional services

- Digital technology
- Technical and vocational education
- Hospitality

We are particularly looking for individuals with some of the following:

- ✓ Knowledge of the UK post 16 education landscape and sound understanding of the Career Colleges Concept.
- ✓ Knowledge and operational experience of key skills shortage industries.
- ✓ Experience of qualification development
- ✓ Understanding of marketing and communications, financial accounting, and HR practices.
- ✓ Understanding of digital technology and its impact on priority sectors outlined above.

SKILLS AND ABILITIES

- ✓ Able to distil complex information and bring a pragmatic approach to its application.
- ✓ Highly effective communication and interpersonal skills.
- ✓ Able to galvanise external relationships and build support for the Career Colleges Trust and individual Career Colleges
- ✓ Strong ambassadorial and influencing skills – inspires trust and confidence quickly.

PERSONAL STYLE AND BEHAVIOUR

- ✓ Independent, strategic, and creative thinker.
- ✓ Driven and self-managing with sharp commercial acumen.
- ✓ Collaborative team player.
- ✓ Sound judgement and political sense.
- ✓ Committed to the values of Career College Trust; leads by example in upholding these values and demonstrates integrity.

TERMS OF APPOINTMENT OF TRUSTEES

WHAT IS A TRUSTEE?

Trustees ensure their charity has a clear strategy, and that its work and goals are in line with its vision. The role of a trustee in a charity is to be a 'guardian of purpose', making sure that all decisions meet the needs of the beneficiaries first.

They safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

Trustees do not usually do the day-to-day running of the charity. They delegate this to the staff, led by the Chief Executive. Instead, they play the role of a 'critical friend' to the Chief Executive by giving support and by challenging – in a supportive way – to help them manage effectively. However, in smaller charities with few staff, trustees may take hands-on roles too.

REMUNERATION

The role of Trustee is unremunerated.

TIME COMMITMENT

- ❖ Four Board meetings per year usually: October, December, March and June – **the first meeting will be in October 2020 time and location to be confirmed.**
- ❖ Trustees are also expected to attend occasional public or private events in support of our work.
- ❖ Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

LOCATION OF MEETINGS

We are currently reviewing our policy on meetings and expect to have a significant number of as online meetings.

TERMS

Trustees will serve an initial period three-year term with the option to be reappointed for an additional term.

TO EXPRESS AN INTEREST IN THE ROLE PLEASE SUBMIT ONE OF THE FOLLOWING, TOGETHER WITH A COVERING NOTE EXPLAINING YOUR INTEREST IN THE ROLE:

- A detailed and up-to-date CV or
- online profile

EXPRESSIONS OF INTEREST SHOULD BE SUBMITTED TO:

- Bev Jones, CEO enquiries@careercolleges.org.uk
- The closing date for expressions of interest to become a trustee is close of business on 26th June 2020
- If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact Bev Jones on 07957 252080

EQUAL OPPORTUNITIES

The Career Colleges Trust is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect Career College Trustees, staff, and consultants to be willing and able to make a positive contribution to the promotion and implementation of the Career Colleges Trust's Equality and Diversity policy.

RECRUITMENT TIMETABLE

An indicative recruitment timetable is provided below:

- ❖ **Closing date for applications – 26th June 2020**
- ❖ **Informal call with CEO/Chair of the Trust Board – by 3rd July**
- ❖ **Interviews will be held 8th & 9th July**
- ❖ **Trustee Induction – TBC**
- ❖ **First Board Meeting October**

APPENDIX ONE

TRUSTEES' DUTIES AT A GLANCE

This is a summary of trustees' main legal responsibilities, taken from guidance on the Government website:

https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do?_ga=2.247327556.1702360953.1582070449-1278976682.1582070449#trustees-duties-at-a-glance

BEFORE YOU EXPRESS AN INTEREST IN BECOMING A TRUSTEE - MAKE SURE YOU ARE ELIGIBLE TO BE A CHARITY TRUSTEE

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

- i. being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- ii. having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- iii. being on the sex offenders' register

TRUSTEE DUTIES

1. ENSURE YOUR CHARITY IS CARRYING OUT ITS PURPOSES FOR THE PUBLIC BENEFIT

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

2. COMPLY WITH YOUR CHARITY'S GOVERNING DOCUMENT AND THE LAW

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

3. ACT IN YOUR CHARITY'S BEST INTERESTS

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child, or business partner

4. MANAGE YOUR CHARITY'S RESOURCES RESPONSIBLY

You must act responsibly, reasonably, and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries, or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

5. ACT WITH REASONABLE CARE AND SKILL

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending, and actively participating in all trustees' meetings

6. ENSURE YOUR CHARITY IS ACCOUNTABLE

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for tasks or decisions to staff or volunteers