The SWAN Multi Academy Trust

Role: **Trustee / Director**

Experience: A background in strategy, governance, finance, HR, estates or education is beneficial.

1. Role Summary

- Provides leadership and direction for the Trust and contributes to fulfilling the Board's responsibilities for the overall governance and strategic direction of the organisation.
- Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with fellow trustees, the Chief Executive and Executive team, helping them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the Executive team.
- Participates in stimulating excellent, well-rounded and carefully considered strategic decision-making.

2. Main Responsibilities of the trustee

In relation to the Board

- Formulate strategic plans and regular review of long-term strategic aims of the Trust
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular reports of the organisation's work and financial performance.
- Undertake professional development training to enhance the overall contribution to the board.
- Create a strong, profitable and fulfilling working relationship with trustees and the Chief Executive through review and self-reflective evaluation of own contributions and effectiveness.
- Where fulfilling the nominated safeguarding lead for the Trust, undertake appropriate training and have oversight of the local safeguarding leads.

In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Protect and manage any property of the organisation.
- Sit on panels for disciplinary and grievance procedures if required.
- Facilitate change within the Board of Trustees, within the organisation and liaise with the Chief Executive to achieve this
- Undertake review of external complaints as defined by the organisation's complaints procedure, if required
- Ensuring adherence and compliance around key policies and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate

3. Qualities of a Trustee

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. (https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)
- Commitment to the Trust's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the Trust's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

- Able to demonstrate the competencies set out in the DfE Competency Framework for Governors (in addition the Chair of Trustees should be able to demonstrate the specific competencies for the Chair role).

Desirable

- Prior experience of committee/trustee work.
- Knowledge of national education policy and local education context
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity or education finance.
- Leadership skills exercised through a period change.

4. Time Commitment

- The Board meets at least 6 times a year, 5 half days plus one full day.
- The Board has three sub-committee which each meet 3 (or 4) times per year.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.

An enhanced DBS (Disclosure and Barring Service) check including a section 128 check will be required.