# Trustee Chair vacancy

# Education Support 2025

Education Support is the UK’s only mental health and wellbeing charity for the entire education workforce. We work to improve education by supporting the people who support the children and young people. With an ongoing recruitment and retention crisis in teaching, our work will make a direct impact on the quality of education over the next ten years.

We support the sector at three levels. First, we help individuals. In 2023-24, our free and confidential helpline supported 4,083 individuals who spoke to a qualified counsellor in their moment of need.

Secondly, we work directly with schools to support the development of healthy, productive workplaces. Thirdly, we research issues relating to the education workforce, and use that data to advocate for policy change at a government level.

This is an exciting time to join an organisation that has burst onto the national media agenda, has recently featured in multiple debates in the House of Commons, House of Lords and given evidence at a Select Committee hearing.

Our mission is to improve the mental health and wellbeing of teachers and education staff. We believe that better mental health leads to better education. We support individuals and help schools, colleges and universities to improve the mental health and wellbeing of their staff. We also carry out research and advocate for changes in Government policy for the benefit of the education workforce.

Our free and confidential helpline is open 24/7 and is staffed by qualified counsellors. It is available for everyone working in education, including support staff, lecturers, administrators and teaching assistants.

# Chair’s Role Description

## Chair of Education Support

In addition to the general responsibilities of a trustee (Appendix 1), duties of the chair include the following.

* Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation’s charitable purposes to provide greater public benefit
* Chairing and facilitating board meetings
* Giving direction to board policymaking
* Checking that decisions taken at meetings are implemented
* Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
* Bringing impartiality and objectivity to decision-making
* **With the chief executive:**
* Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
* Setting agendas for board and other general meetings
* Developing the board of trustees including induction, training, appraisal and succession planning
* Addressing conflict within the board and within the organisation, and liaising with the chief executive (if staff are employed) to achieve this
* Liaising with the chief executive to keep an overview of the organisation’s affairs and to provide support as appropriate
* Leading the process of supporting and appraising the performance of the chief executive
* Sitting on appointment and disciplinary panels

## Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

* Leadership skills
* Experience of committee work
* Tact and diplomacy
* Good communication and interpersonal skills
* Impartiality, fairness and the ability to respect confidences.
* Prior Chair Experience (desirable)

In most circumstances, it would also be desirable for the chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Trustees are required to commit to regular Board meetings held at our north London office.  In addition, there are quarterly sub-committee meetings, and on-going information exchange between Trustees and the Senior leadership team.

This is an unremunerated role although expenses will be paid for attendance at meetings.

If this role is of interest to you, please click on the link below to find out more about the role and how to apply.

To access the recruitment portal please click the application link below

*https://hr.breathehr.com/v/chair-of-trustees-40794*

**Recruitment timetable**

Closing date for applications: Monday 26 May

Candidates should also note the following important date:

* Interviews are scheduled for Week commencing 9 June

A reminder that these, like most trustee roles, are voluntary and not remunerated. For an informal conversation, please contact:

Sean Hanson, Chair of Trustees

sean.hanson@edsupport.org.uk

Appendix 1

**Trustee Role Description**

Trustees are the people responsible under the governing document of Education Support and for controlling the management and administration of Education Support.

*The role of a trustee is:*

* to ensure that Education Support always complies with its governing document, charity law, company law and any other relevant legislation or regulations
* to ensure that Education Support pursues its objects as defined in its Memorandum and Articles of Association
* to maintain proper financial control and ensure that Education Support applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
* to set and maintain vision, mission and values
* to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* to ensure accountability
* to support the operational management of the organisation
* to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
* to ensure that risk assessments for all aspects of the business are carried out
* to safeguard the good name and values of Education Support
* to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
* to promote Education Support
* to act in the best interests of the charity, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has, to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Education Support in mind.

**Trustee Person Specification**

Attitudes and characteristics:

* commitment to the organisation
* integrity, strategic vision and good/ independent judgement
* the ability to devote the necessary time and effort to their duties as a trustee
* ability to take decisions for the good of the organisation
* good, independent judgement and willingness to speak honestly and openly
* good communication skills
* tact and diplomacy
* an ability to work effectively as a member of a team
* Willingness to learn the legal responsibilities and liabilities of a trustee
* a commitment to equal opportunities

Desirable experience:

* prior experience of committee/trustee work
* knowledge of the type of work undertaken by the organisation
* a wider involvement with the voluntary and /or Education sector

**End**