

# Trustee Role Description and Application Information

## About EqualiTeach

EqualiTeach ([www.equaliteach.co.uk](http://www.equaliteach.co.uk)) is an equality and diversity training and consultancy charity working with education settings and organisations UK wide, helping them to promote equality and tackle discrimination.

Our Aims are:

- To empower young people to think critically and reject prejudice and misinformation, and to become active citizens to create positive change.
- To empower adults to promote equality, diversity and inclusion; educate others; and tackle prejudice and discrimination.
- To capacitate senior leaders to embed equality, diversity and inclusion through policy and practice.
- To influence and inform government to promote equality, diversity and inclusion throughout decision-making.

We provide:

- Adult training sessions for senior leaders, managers and staff.
- Interactive workshops with young people aged between 8 and 18 in all education settings.
- Consultancy services, such as the production and updating of policies, strategies and guidance documents.
- Production of training and educational resources.
- Equalities Award: an accreditation scheme for schools to demonstrate their commitment to equality and diversity: [www.equalitiesaward.co.uk](http://www.equalitiesaward.co.uk).

- EqualiTeach Empowered: an online subscription service for schools, which provides schools with access to a huge range of equality, diversity and inclusion resources, guidance and support:

[www.empowered.equaliteach.co.uk](http://www.empowered.equaliteach.co.uk)

We cover all areas of equality: race, religion or belief, sex, sexual orientation, gender reassignment, disability, age, marriage and civil partnership, and pregnancy and maternity. We enable schools to foster good relations, advance equality of opportunity and eliminate discrimination, ultimately creating environments where young people feel safe and able to achieve.

## Trustee Role Description

EqualiTeach's trustees are responsible for the charity's vision, mission, strategic direction and governance. They are bound to ensure that the charity complies with all legal and statutory requirements and that its assets and resources are properly secured and deployed in pursuit of its charitable objectives. They support and challenge the executive team to enable EqualiTeach to grow and thrive and through this achieve its mission of an equal, inclusive and diverse society where everyone is valued and able to succeed.

### **What We are Looking for in New Trustees**

We are looking for trustees who will help us to continue to grow the charity's impact and profile. Applicants should be driven by a desire to support an organisation at the forefront of providing exceptional equality, diversity and inclusion training and consultancy. We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

We are particularly looking for trustees who have some leadership experience or experience of leading in the charity sector. Ideally, applicants would also have

knowledge and skills in one of the following areas: promotions and marketing, fundraising and HR. If you are unsure as to whether your skills and experience are what we are looking for, we would be happy to have a conversation prior to application. Previous Board experience is not necessary as there will be a full induction process and further training and support.

It is important that our Board reflects the diversity of our society, and we know that increasing diversity will help us to achieve greater success. We are particularly keen to receive applications from people from the LGBTQIA+ community, who are currently underrepresented on the Board.

### **Trustee Duties**

- Support and provide advice of EqualiTeach's purpose, vision, goals and activities.
- Guide and approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee and approve EqualiTeach's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to EqualiTeach's CEOs in the exercise of their delegated authority and affairs.
- Keep abreast of changes in EqualiTeach's operating environment.
- Contribute to regular reviews of EqualiTeach's governance.

- Attend board meetings and adequately prepare to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect EqualiTeach's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of EqualiTeach's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, providing advice on new initiatives, providing support with ad hoc requests, supporting staff recruitment, disciplinaries and complaints, representing EqualiTeach at meetings and conferences or any other issues in which the trustee has special expertise.

## Trustee Person Specification

### **Desirable**

We are looking for candidates who have at least two of the below:

- Experience of leadership
- Experience of working within the charity sector
- Knowledge of Human Resources
- Knowledge of fundraising for third sector organisations
- Knowledge of promotions and marketing for third sector organisations
- An understanding of equality, diversity and inclusion

### **Skills and Competencies**

- Skilled and confident communication and willingness to participate actively in discussion
- Ability to think creatively and strategically and scrutinise decision-making
- Ability to work effectively with others as a member of the Board
- Willingness to lead according to EqualiTeach's values
- A strong personal commitment to equality, diversity and inclusion

- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Terms of Appointment**

### **Terms of Office**

- Trustees are appointed for a term of up to three years and can be reappointed up to three times.
- This is a voluntary position, but reasonable expenses are reimbursed.

### **Time Commitment**

- Boarding meetings are quarterly. Trustees are expected to attend at least 75% of meetings, including the Annual General Meeting. Meetings are currently held in person at Suite 11, Davey House, 31a St Neots Road, St Neots, Cambridgeshire, PE19 7BA. Trustees may also be part of sub-groups which will meet independently of the main board meetings. These meetings will be a combination of online and face-to-face meetings.
- In addition, trustees are expected to devote on average two hours per week to the role. This may involve scrutinising board papers, providing advice on new initiatives, providing support with ad hoc requests, supporting staff recruitment, disciplinaries and complaints, representing Equaliteach at meetings and conferences or any other issues in which the trustee has special expertise.

### **How to Apply**

Please complete a [trustee role application form](#) and [equality monitoring form](#) and return these to Claire Currington, Operations Manager, [claire@equaliteach.co.uk](mailto:claire@equaliteach.co.uk)

If you would like the opportunity to speak to a current trustee about this opportunity, please email Claire and she will organise a call.

**Applications will be accepted, considered and interviewed on a rolling basis so you are encouraged to apply at your earliest convenience.**