

Trustee

Voluntary (unpaid) role, reasonable expenses paid.

About us

Learning and Work Institute is an independent policy and research organisation focused on lifelong learning and better work. Our vision is for a fair and prosperous society where learning and work enable everyone to realise their potential. We research what works, influence policy, and develop new ideas to improve practice.

The role

Learning and Work Institute are seeking a Trustee to join our expert Board. For this recruitment we particularly welcome applicants with particular expertise in learning, skills and employment in Scotland, adult education or related sectors like housing or local government, and the corporate or private sectors. Applications from underrepresented groups are encouraged.

The Board of Trustees are responsible for the overall governance and strategic direction of the charity and its financial health. They help to develop the organisation's aims, objectives, and goals in accordance with the governing document, and legal and regulatory guidelines.

This is a non-executive role and as a Trustee you will:

- Contribute to the development, approval and monitoring of organisational strategy.
- Oversee financial performance and ensure effective financial stewardship.
- Provide constructive challenge and support to the executive team.
- Safeguard the organisation's reputation, values and assets.
- Act in the best interests of the organisation at all times.
- Serve as an ambassador for Learning and Work Institute where appropriate.

Our latest financial statements and strategic plan can be found on our website www.learningandwork.org.uk/about-us.

You will be driven by our mission to widen access to learning and work opportunities so everyone in society can realise their potential.

The successful candidate will:

- Share our passion for everyone to have the opportunity in life to reach their ambitions and potential.
- Understand governance and preferably have experience of adult education or employment support, or experience in related sectors like housing, local government or the private sector that can help inform our work.
- Have the capacity to lend support and expertise.
- Demonstrate a sense of proportion of control relative to L&W's operational needs and size.

- Be objective and independent without bias to any particular interest or stakeholder.
- Possess analytical ability, informed judgment, and the ability to focus on strategic issues.
- Have perspective, broad knowledge and experience that can be applied to discussions and decisions at Board level.
- An ability to balance challenge and support to the executive team.

We value equality, diversity and inclusion, and welcome applications from different backgrounds and groups underrepresented in our Board, organisation and sector. We are also committed to making reasonable adjustments for candidates who have accessibility requirements.

Trustees are appointed for a 3-year term. The Board meets four times a year for approximately 2.5 hours and has a Strategic Away Day each January. Two sub-committees each meet up to three times a year at which nominated trustees may be appointed. Meetings are a mix of in person in Leicester and London and online.

Trustees will be required to undertake appropriate pre- appointment checks. This may include a Disclosure and Barring Service (DBS) check, depending on the nature of the role and committee responsibilities.

If you possess the experience and attributes above and have a passion to support the delivery of our vision, then you could be the person we are seeking. Applications that include CV and covering letter are welcomed through the link below.

The closing date for applications is 12th May 2026. Interviews will be held as soon as possible thereafter.

Should you have any questions please contact the HR Team:
hr.team@learningandwork.org.uk.