

Trustee opportunity

Hello, and thanks for your interest in joining Quest for Learning (QfL) as a trustee!

Trustees play a vital role in ensuring that the charity functions well, acts responsibly, and is on track to achieve its strategic aims. They're also an important part of the wider QfL team, supporting the charity's paid staff by sharing their personal and professional experiences and helping us to think differently about risks and opportunities.

I very much hope that this pack provides you with all the information you need to decide whether becoming a QfL trustee might be right for you. However, if you have any questions at all or would like to arrange an informal chat either with me, or with our Chair of Trustees, Roger Copleston, please do get in touch.

Siân Renwick

Executive Director

If you have any questions please email us on recruitment@questforlearning.org.uk

Thameside School,
Cotman Close,
Abingdon,
OXON OX14 5NL
Charity no: 1102710



Questfor
Learning

Trustee opportunity

About the charity

QfL is a small Oxfordshire charity with a big ambition; we want all children to leave primary school able to read well and be confident about maths. Currently, one in five children can't read well or at all by the age of 11, and many others struggle with the basic maths skills that they will need in their adult lives.

Since 1995, we've worked in primary schools across the county, using our literacy and maths programmes to boost confidence and skills, closing the education disadvantage gap and ultimately improving the life chances of thousands of children.

We're proud that we've grown significantly over the past few years to meet the extra demand created by lost learning during the pandemic. In 2022-23, we supported more than 750 children through our expert teaching, three times as many as pre-Covid.

Our vision: A future in which children from all backgrounds can succeed equally in education and in life.

Our mission: To work collaboratively to close the disadvantage gap in children's literacy and numeracy skills.

To get a feel for what we do and the difference it makes, see our latest [Impact Report](#).

About the role

Our approach is based on the Charity Commission's recommended trustee duties. A summary can be found [here](#) and more detailed guidance [here](#).

As a trustee of QfL your key responsibilities would be to:

- Work with other trustees and QfL's Executive Director to make sure the things we do operationally are in line with, and support the achievement of, our strategy.
- Act as a critical friend by providing constructive challenge to other trustees and the Executive Director.
- Make decisions with other trustees that are in the charity's best interest and don't knowingly create conflicts of interest.
- Manage QfL's resources responsibly for the short and long term.
- Help QfL comply with statutory accounting and reporting requirements.
- Help to ensure that QfL operates in line with charity laws, other relevant regulatory requirements, and our own internal governance and policies.
- Act with reasonable care and skill, making use of your expertise and experience for the benefit of QfL.
- Help raise the profile of QfL by promoting the charity through your personal and professional networks (including on social media), attending events hosted by QfL, and attending occasional networking events on behalf of QfL.
- Help with securing funding for our continued operation, including by meeting with key funders as part of our stewardship approach.

How much time will it take?

As a QfL Trustee, the time commitment will vary, but should be no more than five hours per month. This will include:

- Attending Trustee Board meetings four times per year, in-person at QfL's offices in Abingdon, including reading papers ahead of the meeting and undertaking follow-up actions. NB that the four Board meetings are usually held on Wednesdays in February, May, September and December from 6pm to 8pm.
- Attending additional 'extraordinary' meetings of the Board if/when needed
- Supporting the charity's executive team between Board meetings on issues where you have relevant knowledge and experience.

- Attending networking and other events on behalf of the charity,
- Promoting the charity to your networks, making connections, and interacting with QfL social media.

If you decide to take on extra responsibilities (e.g. Deputy Chair, Safeguarding Trustee) or join a sub-committee, the time commitment will increase accordingly.

Am I eligible?

In order to be a QfL trustee you must be:

- Eligible to act as a charity trustee (see the Charity Commission's [Trustee Eligibility Declaration Form](#) for more details).
- Eligible to work for an organisation that supports children as evidenced by satisfactory completion of relevant safer recruitment checks and an Enhanced DBS check.
- Committed to playing your part in ensuring safeguarding remains an integral part of QfL's culture and practice, including by completing training through the Oxfordshire Safeguarding Children Board.

In order to complement the strengths and experience of our existing Board we are particularly looking for people who:

- Have a professional background in education (ideally primary education), such as being/having been a teacher, school leader, Local Authority officer, policy or research professional, or academic in a relevant field.
- OR are well-connected in Oxfordshire (especially in respect of local businesses) and can use their existing networks to help us build connections, raise our profile, and identify relevant opportunities.
- OR have lived experience of struggling with reading and/or maths at school.

We strive to create a truly inclusive culture and we're committed to improving the diversity of the QfL Board. We'd be particularly keen to receive applications from candidates from global majority backgrounds, women, and those with disabilities, who are currently under-represented. We're open to hearing how we could make our recruitment process and working culture more inclusive.

How do I apply?

In the first instance, please email recruitment@questforlearning.org.uk to express your interest in the role and/or to ask any questions you may have. We can arrange for an informal chat at this stage with either the Chair of Trustees or the Executive Director, if this would be helpful.

We'll then ask interested candidates to complete an application form, which covers the questions we need to ask as part of our safer recruitment and trustee eligibility checks, as well as giving you the opportunity to tell us a bit about yourself and why you would be a good addition to the QfL team.

Ideally, shortlisted applicants will be invited to attend the next scheduled Trustee Board meeting to introduce themselves to our current trustees. Applications will then be reviewed and voted on by the Board.