

# Trustee opportunity

Hello, and thanks for your interest in joining Quest for Learning 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 Quest for Learning 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 hope this pack provides you with all the information you need to decide whether becoming a trustee at Quest for Learning might be right for you. However, if you have any questions, or would like to arrange an informal chat either with me or our Chair of Trustees please do get in touch.

**Chris Higgins**

Executive Director

If you have any questions please email us on [recruitment@questforlearning.org.uk](mailto:recruitment@questforlearning.org.uk)



# Trustee opportunity

## About the charity

Quest for Learning is an 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.

Our vision is a future where no child in Oxfordshire facing deprivation is left behind in literacy or numeracy. Through our direct interventions, and in collaboration with schools and community partners, we equip children with the skills to succeed both in school and in life. By addressing educational barriers early, we contribute to stronger communities and economies, preventing the need for future costly interventions and fostering lasting resilience.

Our mission is to close the education gap for young children, providing them with the foundational skills in literacy, numeracy, and confidence to thrive both now and in the future.

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 Quest for Learning your key responsibilities would be to:

- Work with other trustees and Quest for Learning's Executive Director to make sure the things we do 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 Quest for Learning's resources responsibly for the short and long term.
- Help Quest for Learning comply with statutory accounting and reporting requirements.
- Help to ensure that Quest for Learning 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 Quest for Learning.
- Help raise the profile of Quest for Learning by promoting the charity through your personal and professional networks (including on social media), attending events hosted by Quest for Learning, and attending occasional networking events on behalf of Quest for Learning.
- 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 Quest for Learning 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 Quest for Learning's offices in Abingdon, including reading papers ahead of the meeting and undertaking follow-up actions. (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 Quest for Learning 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 Quest for Learning 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 Quest for Learning'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 background in the following areas:

- Primary education, such as being/having been a teacher, school leader, or Local Authority officer, or having experience in the operational running of a school (for example, a school business manager, bursar or operations manager)
- Local business in Oxfordshire, with the ability to use their existing networks to help us build connections, raise our profile, and identify relevant opportunities.
- The charity sector, particularly service delivery, accounting or charity finance.
- Or those with 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 Quest for Learning 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 also keen to hear 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](mailto: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 Quest for Learning 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.