

**Title: Trustee of Swarthmore Education Centre**

**Purpose:**

To take joint responsibility with the other trustees for the governance and strategic direction of Swarthmore Education Centre. In particular, to comply with the main objects of the Articles of Association to help promote education to the residents of Leeds and surrounding areas through the provision of an educational establishment and, in particular, but not exclusively, to:

- ❖ Provide a learning community for personal development and social activity for those who may have been excluded from mainstream educational opportunities;
- ❖ Provide opportunities and activities for the benefit of the community based on the recognition of human personality in all people.

**General Responsibilities:**

1. To ensure that Swarthmore complies with its governing body documents, charity law, company law, and any other relevant legislation or regulations.
2. To ensure that Swarthmore's resources are applied exclusively in pursuance of its objectives.
3. To contribute actively to the Council's role in giving firm strategic direction to Swarthmore, including setting overall policy, defining goals and setting targets, and evaluating performance against targets.
4. To safeguard the reputation and values of Swarthmore.
5. To ensure the effective and efficient administration of Swarthmore.
6. To ensure the financial stability of Swarthmore.
7. To protect and manage the property of Swarthmore, and to ensure the proper investment of its funds.
8. To be responsible for the appointment and monitoring of the Director.
9. To understand the difference between governance and management, and to delegate appropriately.
10. To complete all necessary training and use their individual skills, knowledge and experience to assist the Council in reaching sound decisions. This may involve scrutinising Council papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance or any other relevant issues in which the Council member has special expertise.

**Additional Duties:**

1. Council Members are expected to declare any real or potential conflicts of interest.
2. Council Members are expected to have personal commitment to the principles of Swarthmore's Equal Opportunities Policy.
3. Council Members are normally expected to participate in the working groups and sub-committees as appropriate.
4. Council Members are expected to familiarise themselves with the work of Swarthmore.
5. Council Members are expected to request and participate in training, when appropriate, to enable them to fulfil their duties.

### Person Specification:

- ❖ Some knowledge and experience of adult & community learning.
- ❖ Some knowledge of the voluntary and community sector.
- ❖ Ability to offer commitment to Swarthmore.
- ❖ Willingness to devote the necessary time and effort.
- ❖ Strategic vision.
- ❖ Good independent judgment.
- ❖ Ability to think creatively.
- ❖ Willingness to speak out.
- ❖ Ability to listen.
- ❖ Understanding and acceptance of the legal duties, responsibilities and liabilities of being on Council.
- ❖ Ability to work effectively as a member of a team.
- ❖ Ability to respect confidences and confidentiality.
- ❖ Ability to work according to Nolan's 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- ❖ Willingness to complete necessary training including Safeguarding, Prevent, Equality and Diversity.