

CHAIR COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

We are looking to recruit our new Chair to bring energy, connections, and commitment to support the charity through its next exciting phase of development.

Our charitable purpose is to: *'Promote and champion learning outside the classroom to enable all children, young people and adults to benefit from increased opportunities for high quality and varied educational experiences.'*

The Chair plays a vital role in making sure that the Council for Learning Outside the Classroom achieves its core purpose, by leading and supporting the Board to fulfil their responsibilities for governance, and in line with our governance policy to work in partnership with the Chief Executive to ensure that trustees and staff work together in the best interests of the charity.

Our new Chair will have the skills and personal commitment to deliver our vision and mission, and we welcome applications from candidates from beyond the learning outside the classroom sector.

The role of the chair will vary depending on the charity's circumstances. However, in addition to the general responsibilities of a trustee, key responsibilities will include:

- Leadership for the Board, ensuring Trustees comply with their duties, that the charity is well governed, and that focus is on delivery of charitable purpose and public benefit.
- Leading the annual cycle of board meetings, the annual general meeting, and extraordinary meetings if required, including setting agendas, chairing and facilitating meetings, and bringing impartiality, objectivity, and consensus to decision-making.
- Representing the charity and acting as a spokesperson.
- Developing the Board, including leading on induction, training, appraisal, and succession planning.
- Ensuring the Board have an overview of the organisation's organisational strategies and performance.
- Providing line management function for the Chief Executive on behalf of the Board.
- Membership of Board committees and panels as appropriate.
- Delegating to the Vice-Chair when appropriate.

Person specification

In addition to the general person specification for a trustee, our Chair will have the following qualities.

Experience/skills:

- **Senior Leadership:** willing and able to lead the organisation in partnership with the Chief Executive.
- **Well established networks and contacts within and across the sectors relevant to learning beyond the classroom** to help further charitable purpose.
- **Experience of chairing an effective Board:** Creating productive relationships with and among individual Board members. Creating the environment for a high-performing Board team
- **Constructive relationship building:** Developing and maintaining productive working relationships with staff, external strategic partners, and the Board.
- **Influencing and advocacy** - ability to influence stakeholders within and beyond the Charity, especially at high level, in order to advance the Charity's mission and purpose.
- **Clarity of purpose and impartiality:** Ensuring Board decisions support and advance the charitable purpose of the organisation.
- **Reviewing annual financial statements and returns and** providing support and challenge to the Chief Executive and Board in exercising their delegated authority and affairs.
- **Confident, considered, and impartial decision-making:** Steering the Board to make decisions using evidence, managing potential conflicts of interest, ensuring integrity, honesty, and transparency.
- **Business and management skills:** problem solving, good process and time management, and ability to keep meetings focused.
- **Change and crisis management:** skills and experience around managing risk, uncertainty, and reputational threat.
- **Breaking down barriers to foster equality, diversity, and inclusion.**

A good understanding of

- The charity sector and the full range of sectors relevant to learning beyond the classroom.
- Governance, business modelling/finance/funding and charity regulation.
- Safeguarding of children, young people, and vulnerable adults and operation of quality assessment schemes.
- Policy drivers relevant to learning beyond the classroom.

- What it means to be an employer including HR and the duty of care to staff, volunteers and trustees.
- How evidence and foresight can be used to influence policy.
- 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 4-year term of office, renewal for one further term to a maximum of 8 years.
- This is a voluntary position, and reasonable expenses are reimbursed.
- The current Chair is retiring in July 2025, so the new Chair would be encouraged to join the Board as soon as possible to enable a handover.

Time commitment

- Attending 3 Board meetings annually (usually one face to face and two online, meetings usually 4 hours each).
- Attending one annual conference in person (1 full day) and a 1 hr online AGM.
- 1-2 days per month for other Chair duties as appropriate.

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team.

Application

Please submit a CV, and a personal statement describing your motivation for applying and the attributes you would bring to the role, with reference to the person specification. (Each no longer than two pages.)

Please send these to enquiries@lotc.org.uk by 5pm on April 30th 2025.