



Trustees – Job Description 2024

Would you like to join the Board of a fantastic, growing charity making a big impact?

As EducAid Sierra Leone celebrates our 30th anniversary we are seeking several dynamic individuals to help our charity fulfil its vision and mission by serving as members of the Board of Trustees. We are looking for individuals who will bring energy, enthusiasm, and commitment to the role, as well as new perspectives and ideas to broaden the diversity of thinking on our Board.

About Us

EducAid is a UK registered charity working with some of the most vulnerable children and young people in Sierra Leone. Our vision is to create a democratic, dignified and globally-engaged Sierra Leone, where poverty is eliminated by educated citizens. EducAid runs an educational network of free schools and school improvement projects, works on gender equality and improving community resilience, in addition to participating in international research and global best practice on education.

About You

You will be an enthusiastic advocate of EducAid and its belief that education is essential to unlocking human potential, overcome poverty, improve wellbeing, build democracy and that it is the cornerstone of stable development.

You will have demonstrable expertise in one or more of the skills areas that need to be resourced on the EducAid board. You will be able to provide insight and strategic leadership as EducAid responds to the changing world it operates in. You will ensure that the fulfilment of EducAid's vision and mission remains at the heart of its strategy.

We are particularly looking for individuals who have a connection, experience and knowledge of Sierra Leone, especially with one or more of the following areas of expertise:

- Compliance and governance in a Sierra Leone context
- Education within international development
- Fundraising, marketing and communications
- Digital technology within education
- Data Analysis and Research
- Chair designate to assume the role of Chair in January 2025



The role of the Board

EducAid is a charitable incorporated organisation (CIO) and the Board of Trustees is entrusted with running the charity according to its Constitution. The Board exists to oversee the overall direction and activities of the charity, including its policies and procedures, to ensure that they are consistently in accordance with the charitable purposes defined in the objects clause in its Constitution. The Board sets and monitors the strategic direction of the charity, although the implementation of strategy is achieved through the executive team. The Board must always act in the best interests of EducAid Sierra Leone, taking decisions as a group and not as individuals.

Terms of Office

Trustees are appointed annually and as required by the Board of Trustees. Whilst there is no set term of office under the Constitution, we expect that trustees will make a commitment to serve for an initial term of 3 years. After this initial term, the appointment can be extended for a further term at the mutual consent of the Trustee and Chair. The Trustee role is voluntary and unpaid, but approved travel expenses can be reimbursed.

Time commitment

Trustees are expected to give one half day per month to the role. Trustees attend four Board meetings per year which are usually held in the evening, lasting approximately two hours. They are held online and papers are circulated for reading in advance.

In addition to this, it is expected that trustees attend committee meetings (typically online) in connection with their particular area of expertise with the EducAid team. There may be other ad hoc meetings or online events. Trustees will also be expected to commit time to receive a proper induction.

Some Key Areas of Focus for the Trustees

- Ensure that EducAid complies with its governing document (i.e. its Constitution), charity law, and any other relevant legislation or regulations.
- Ensure that EducAid pursues its objects as defined in its governing document.
- Ensure EducAid applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the Board's role in the formulation and review of strategy, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of EducAid and maintain good relations with its stakeholders.



- Ensure that all policies are implemented, monitored and reports are acted upon, (including the policies on Harassment and Misconduct, Safeguarding, Recruitment of ex-offenders, Child Protection and Anti- Bribery).
- Strive for EducAid to reflect the full diversity of society in all its activities.
- Ensure the financial stability of EducAid.
- Protect and manage the property of EducAid and ensure the proper use of its funds.
- Appoint and support the Chief Executive Officer and monitor his/her performance.
- Each Trustee should attend Board meetings and use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

Person Specification

Each Trustee should have:

- A strong commitment to the mission, values and policies of EducAid including equity, diversity and inclusion.
- The availability to devote the necessary time and effort to their role.
- Integrity.
- Strategic vision.
- Independent judgement
- An ability to think creatively and adapt to new situations.
- Strong communication skills, willingness to speak their mind and experience with a multicultural team.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship (training/information will be offered in this area).
- An ability to contribute effectively to the workings of EducAid and any sub-committees or working groups.

We encourage applicants from diverse backgrounds, particularly those who have connections, experience and/or knowledge of Sierra Leone.

Interested applicants should send a CV and a letter explaining their interest in the role and the skills and experience they would bring to the Board of EducAid Sierra Leone to workwithus@educaid.org.uk before **17th March 2024**.

