



Engaging, elevating and empowering young people in greatest need

ASDAN trustee recruitment pack



📷 Cover photograph and this page:
Young people engaged in ASDAN course activities
at Warmley Park School, South Gloucestershire

Welcome from Chair

Thank you for your interest in the role of trustee. ASDAN is a values-led charitable organisation that sets out to engage, elevate and empower young people in greatest need.

ASDAN's work in developing educational pathways for young people facing obstacles to their learning has never been more important. The challenges that we have all faced over recent years have strengthened our resolve and sharpened our purpose.

Young people have experienced, and are continuing to experience, interruptions to their education, challenges to their wellbeing and heightened anxieties about their future. Gaps in social and educational inequality are growing. ASDAN is evolving and adapting to the changing landscape, from a sound financial base, with a renewed focus on young people in greatest need. We continue to invest and innovate in order to make a distinctive impact on the lives of young people.

It is an exciting time to consider getting involved in ASDAN. We are determined to build on our experience as a leader in personal, social and work-related learning and, through our programmes and qualifications, help to prepare young people for the future. Under the stewardship of our Chief Executive, Jenny Williams, ASDAN is embarking on a process of review and development. We are committed to working closely with practitioners in the education community and forging new collaborative partnerships for the long-term benefit of young people as they progress to adulthood.

Trustees have a key part to play in taking the work of ASDAN forward. Being a trustee will require a commitment to our beliefs, values and principles. In return, you will be joining an organisation with a real sense of purpose, ambition and determination to make an impact on the life chances of young people. We have a strong team of trustees and staff and will provide you with the support you require to take on the role.

I hope you find the pack informative and look forward to hearing from you.



Rik Boxer

Chair of Trustees, ASDAN

Rik has held a number of senior leadership positions in local authority children's services and has a specialist background in SEN and inclusion.

Who we are

We are a charity with a vision to see the talents and abilities of young people in greatest need held in high esteem

ASDAN's mission is to engage, elevate and empower young people aged 11 to 25 years in greatest need.

We are a curriculum development and awarding organisation providing regulated qualifications, accredited curriculum programmes and a range of other courses.

Our goal is to engage young people through relevant and motivating courses to achieve meaningful learning outcomes, which elevate them to progress to further education, training and work, and empower them to take control of their lives. We do this by developing courses with an accessible and practical pedagogy for learners; and by supporting our partner educators to foster the personal, social and work-related abilities of young people in greatest need.

Based in Bristol, with regional teams covering the United Kingdom and internationally, we employ 45 staff and have an annual turnover of around £3 million.

Our people

Lead by Jenny Williams, Chief Executive, our director team comprises:

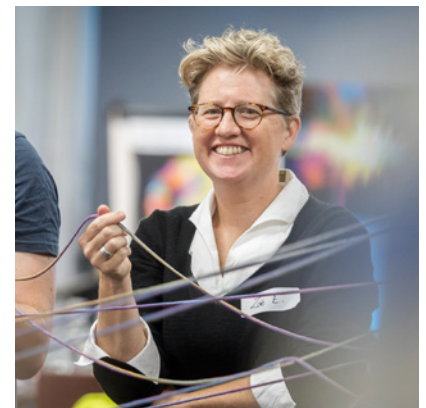
- Gillian Palmer, Finance and Resources
- James Foyle, Operations
- Zoë Elder, Professional Learning and Innovation



Gillian Palmer
Finance and Resources
Director, ASDAN



James Foyle
Operations Director,
ASDAN



Zoë Elder
Professional Learning
and Innovation Director,
ASDAN

Our future

ASDAN has been supporting the development of young people's personal, social and work-related skills and attributes since 1987.

We honour a tremendous legacy, while having our sights firmly set on the future. This generation of young people and their teachers deserve the best – we need them all to thrive.

Our education strategy is evolving:

- We are clear that our priority is to foster the talents and abilities of young people in greatest need – those living in poverty, without support for their emotional and social needs; those with a special educational need or disability; those not engaged or succeeding in their education, who miss an English and maths pass at 16 or subsequently; and those who are at risk of becoming NEET.
- We are becoming clearer about the personal and social skills and attributes young people need for 21st century learning, work and life, which we are uniquely placed to foster.
- We are redefining the distinctive ways in which we support teachers to do this through engaging and blended pedagogies and professional learning.
- We are refreshing how we assess and quality assure our qualifications and curriculum programmes so that learners' achievements are valued and held in high esteem, by themselves and others.

Working closely with our members – mainstream and special schools, alternative education providers and the informal learning community – and partners from the worlds of education and work, we will evolve our offer over the next five years with a focus on:

- personal and social effectiveness
- employability
- living independently

We are excited to be embarking on a new phase of learning and innovation, supported by significant investment from reserves in a two-year programme of research and development, designed to ensure our courses genuinely support young people who face obstacles to learning.



Jenny Williams

Chief Executive, ASDAN

“ If you would like to have a chat about your interest in joining ASDAN, I would be delighted to meet you, in person or online. ”

Please contact me at:
trustees@asdan.org.uk

Governance

We are a charity that operates across a diverse and regulated educational landscape, dealing with the lives of young people and children.

As such, our board of trustees sits at the heart of the organisation's governance, working alongside several supporting committees. This approach helps ensure appropriate expertise is put into good practice. For example:

- The performance, audit, risk and compliance (PARC) committee is responsible for supporting and advising the board, chief executive and directors to ensure ASDAN has a sound decision-making and monitoring framework that helps the organisation deliver its charitable purposes.
- The chair and vice-chair meet monthly with the chief executive to ensure trustee oversight of key leadership matters.
- Specialist support is provided to the chief executive and directors through the HR policy working group.
- We have a link trustee for the ASDAN staff forum, who meets regularly with the chair of the staff forum as part of our commitment to supporting leadership development.
- A working group, led by the board, has been established to look at ASDAN's future accommodation needs
- We also have an education forum comprising both trustees and staff. The current priority for this group is to ensure we are all equipped to make the best decisions we are able to about ASDAN's forward education direction and strategy.

Trustee vacancies

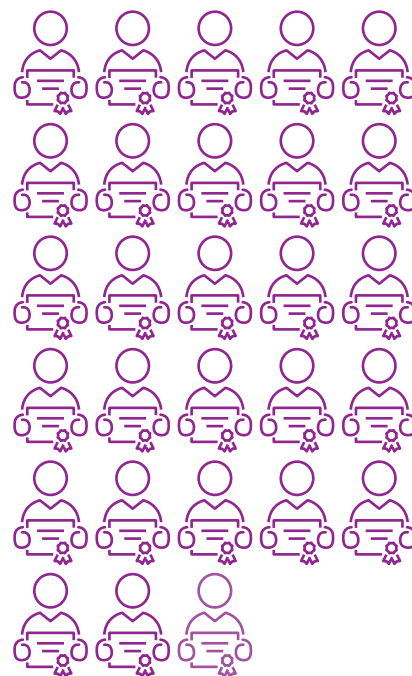
We have three trustee vacancies at present and are seeking trustees with professional backgrounds and experience in the following areas:

- SEND in mainstream schools and/or alternative education settings
- Teacher and/or youth worker professional development
- Digital learning and infrastructure
- Premises management

Learner achievements during 2021/22

27,837

Total learners achieving programmes with ASDAN



9,524

Total learners achieving qualifications with ASDAN



Trustee role description

We are seeking to enhance our board profile to support the range of ambitions ASDAN has for its future. We are keen that our board is diverse with a broad representation of ages, backgrounds and perspectives.

Reporting to:	Board of Trustees, ASDAN
Key tasks	
The statutory duties of a trustee are:	
<ul style="list-style-type: none">• To ensure ASDAN complies with its governing document• To ensure that ASDAN pursues its objectives as defined in its governing document• To ensure that ASDAN applies its resources exclusively in pursuance of its objectives• To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets• To safeguard ASDAN's vision, values and reputation• To ensure the effective and efficient administration of ASDAN• To ensure the financial stability of ASDAN• To protect and manage the property of ASDAN and to ensure the proper investment of the organisation's funds• To appoint the chief executive and monitor their performance	
In addition with other trustees, to hold ASDAN in trust for current and future beneficiaries by:	
<ul style="list-style-type: none">• Ensuring ASDAN has a clear vision, mission and strategic direction and is focused on achieving these• Being responsible for ASDAN's performance and its behaviour; ensuring that the charity complies with all legal and regulatory requirements• Acting as guardians of ASDAN's assets, both tangible and intangible, taking all due care over their security, deployment and proper application• Ensuring that ASDAN's governance is of the highest possible standard	

As well as the various statutory duties, any trustee should utilise specific skills, knowledge or experience to help the board make good decisions.

The above lists of duties are indicative only and not exhaustive. Trustees are expected to perform all such additional duties as are reasonably commensurate with the role.

Trustee person specification

The board of trustees is jointly and severally responsible for ASDAN's overall governance and strategic direction, its financial health, the probity of its activities and developing ASDAN's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of and understand their individual and collective responsibilities and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of ASDAN.

Experience

- Experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
- Successful experience of operating within a board in a charitable, public sector or commercial organisation would be advantageous

Knowledge, skills and understanding

- An interest in and commitment to the education sector, ASDAN, and ASDAN's vision, mission and values
- A willingness to act in the best interests of ASDAN and the learners it exists to serve
- Ability to operate effectively and credibly at a strategic level and to contribute to collective decision making
- Excellent communication skills including the ability to listen closely and openly to others and to discuss differences of opinion clearly, calmly and with respect and good humour
- An ability to work effectively as a member of a team
- Sound, independent judgement and strategic vision
- An understanding of corporate governance, charity trusteeship, risk management and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the respective roles of the chair, trustees and chief executive

FAQs

When would this role start?

We would ideally like new trustees to attend their first board meeting on Thursday 28 September 2023.

Induction for successful candidates will take place in autumn 2023.

Is this a paid role?

No, but reasonable out of pocket expenses will be met.

How many serving trustees are there?

There are 10 current board members.

How long do trustees serve?

Trustees are appointed for a term of three years with the option to renew for a further two terms (nine years total)

Where do Trustee meetings take place?

Trustee meetings take place at our offices in St George, Bristol. Meetings take place during the working day.

How many meetings are there per year?

There are four board meetings per year, usually February, May, September and December. Trustees are also invited and encouraged to contribute to committees and working groups.

For further information about ASDAN, please visit our website: asdan.org.uk



How to apply

To apply, please submit a covering letter outlining your reasons for wishing to join the ASDAN board, and suitability for the post together with your CV and two references to Emma Wakeman, Executive Support and Projects Co-ordinator: trustees@asdan.org.uk

If you would like further information about the role of trustee, please contact Emma Wakeman: trustees@asdan.org.uk or 0117 954 3950.

The closing date for applications is Wednesday 5 July

Interviews will take place during w/c 4 September. Please let us know within your application of any dates that are not convenient during the above period. Induction for successful candidates will take place in autumn 2023.



Emma Wakeman

Executive Support and
Projects Co-ordinator,
ASDAN





📷 Photographs left and this page:
ASDAN staff working collaboratively at
our twice-yearly learning day events

