



CANDIDATE PACK

INTERIM COMPANY SECRETARY

ABOUT US

The Education and Training Foundation (ETF) is the workforce development body for the Further Education and Training sector. We work in partnership with others to deliver professional learning and development for teachers, trainers and leaders. We balance government priorities with sector needs to achieve our core charitable purpose to improve education and training for learners aged 14 and over.

The ETF believes that the key to improving education and training is to support teachers, trainers and leaders to excel. Everything we do is in pursuit of its vision of:

- highly effective, professionally confident teachers and trainers
- first class leadership of the sector
- FE as the career of choice for ambitious professionals who wish to make a difference.

OUR COMMITMENT TO EQUITY, DIVERSITY, INCLUSION AND BELONGING

FE is for everyone - it gives everyone opportunities to excel at whatever stage of their learning journey they are at. We are proud of the work that staff across the sector do to support learners to excel, and in particular to support those in the least advantaged groups. Through offering lifelong learning, our sector supports the journey towards social justice. We are an employer committed to sustainable practice and have an open and fair People Strategy where all staff have equal opportunities to develop and excel. Our values guide us in how we work with teachers, trainers, leaders, partners and stakeholders alongside how we behave and operate as a team.



WHAT WE DO

We support teachers and leaders across the Further Education and Training sector to help them achieve their professional development goals for the benefit of learners and employers across England. In doing so, we help to transform the lives of individuals and communities across the country, unleashing potential and benefitting the economy.

Our work has three key principles at its heart:

- The first is that we exist for the benefit of learners, something we achieve by improving the professional practice of teachers and leaders in the sector.
- The second is that we exist as a means to an end, not an end in itself. We have no shareholders and make no profit. Everything we do is about helping our fantastic sector unlock the talents and potential of our learners and improving productivity, employability, skills and educational attainment.
- And the third is that we exist to support professionals to be even better than they already are, identifying excellence and seeking to understand and disseminate it through collaborative practice. Although our work focuses on FE and Training, we bring in expert challenge and support from outside the sector.

WORKING AT THE EDUCATION AND TRAINING FOUNDATION

When you join the Education and Training Foundation, you'll be teaming up with nearly 200 employees nationwide to support teachers and leaders across the Further Education and Training sector.

Inspiring and assisting colleagues to be at their very best, our working environment and supportive culture is first-rate. Whether office-based (currently two days per week) or remote, we maintain an important focus on individual health and wellbeing, reflected in our collaborative environment and generous employee benefits.

We know that having a talented and informed workforce helps us to best support teachers and trainers, which is why we offer all staff a wide range of training and development opportunities, making us an ideal employer to further your career with. Come and join the team and make a real difference!

OUR VALUES

Responsive



We listen and provide effective solutions

Striving for Excellence



We aim for the highest standards in everything we do

Inclusive



We reflect your views in our thinking and in our actions

Expert



We base our decisions on evidence and expertise

Trustworthy



We are open, honest and act with integrity

JOB DESCRIPTION

Job title:	Company Secretary (interim)
Department:	Governance and Continuous Improvement
Responsible to:	Chair and CEO
Responsible for:	Two direct reports: Organisational Change and Engagement Manager Governance Officer

ROLE PURPOSE

The post holder is responsible for the smooth running of the non-executive and executive governance of the ETF, enabling the effective pursuit of the ETF's strategic priorities. They will be appointed as the Company Secretary through the period of appointment.

RESPONSIBILITIES

Particular to this post

Non-executive governance:

- Act as the charity's Company Secretary, assuming the commensurate duties and responsibilities (full list of duties available on request)
- Support, including continued induction, of the new Chair
- Deliver the external governance review outcomes (flowing from the new strategy), including engaging with Stone King where there are legal/technical/structural considerations and actions
- Overseeing the running of business as usual Member, Board and Committee meetings

Executive governance:

- Oversee the strategy implementation and delivery plans, including working with the CEO and People Director on organisation change programme
- Oversee annual planning cycle, including planning for the delivery of 24-25 budget and business plan
- Oversee the running of business as usual executive meetings
- Assume the generic oversight responsibilities as a member of the Executive, including attending Executive Board meetings.

Other duties commensurate with the role and as required by the Chair and/or CEO, plus line management of two direct reports

Additional information

- The postholder is the main point of contact for all trustees and authorised representatives of the charity's Member organisations.

PERSON SPECIFICATION

EXPERIENCE, SKILLS, AND KNOWLEDGE

- Educated to degree level or equivalent
- Recognised governance qualification, with significant company secretarial experience
- Experience of delivering governance priorities in line with strategic plan
- Significant experience working with non-exec and executive colleagues, able to quickly establish trusted relationships with individuals and Boards
- The ability to empower others to lead confidently and effectively through a period of organisational change
- Strategic relationship skills and a strong professional network
- Financial literacy, including monitoring budgets, familiarity with financial processes
- Highly organised. Excellent organisational planning
- The ability to prioritise workload to meet tight deadlines

PERSONAL QUALITIES

- Supports a learning organisation culture and the development of their staff
- Commitment to ETF's values
- Actively role models and promotes a commitment to equity, diversity and inclusion across all areas of work
- Resilient under pressure and comfortable working with ambiguity, with the ability to balance competing priorities whilst delivering at pace.
- Engenders energy and enthusiasm in the teams with which they work
- Possesses the ability to influence at executive and non-executive levels whilst staying sighted on strategic objectives.
- Excellent communication skills with the ability to engage effectively across multiple audiences, proactively seeking and acting on feedback.
- A sound decision maker who takes accountability for risk and decisions within the directorate
- Solution orientated: a flexible problem solver



TERMS OF APPOINTMENT

SALARY

Circa £75,000 / day rate may be considered.

LOCATION

Victoria, London, SW1

WORKING HOURS:

Monday to Friday, 35 hours per week minimum

CONTRACT:

Fixed Term Contract to July 2024 [would consider part time, consultant for someone v experienced]



HOW TO APPLY FOR THIS APPOINTMENT

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact catherine.kift@starfishsearch.com or ruby.judge@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/etf-ics/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **25th October 2023**

Interviews with client: In person on the **30th/31st October 2023**

