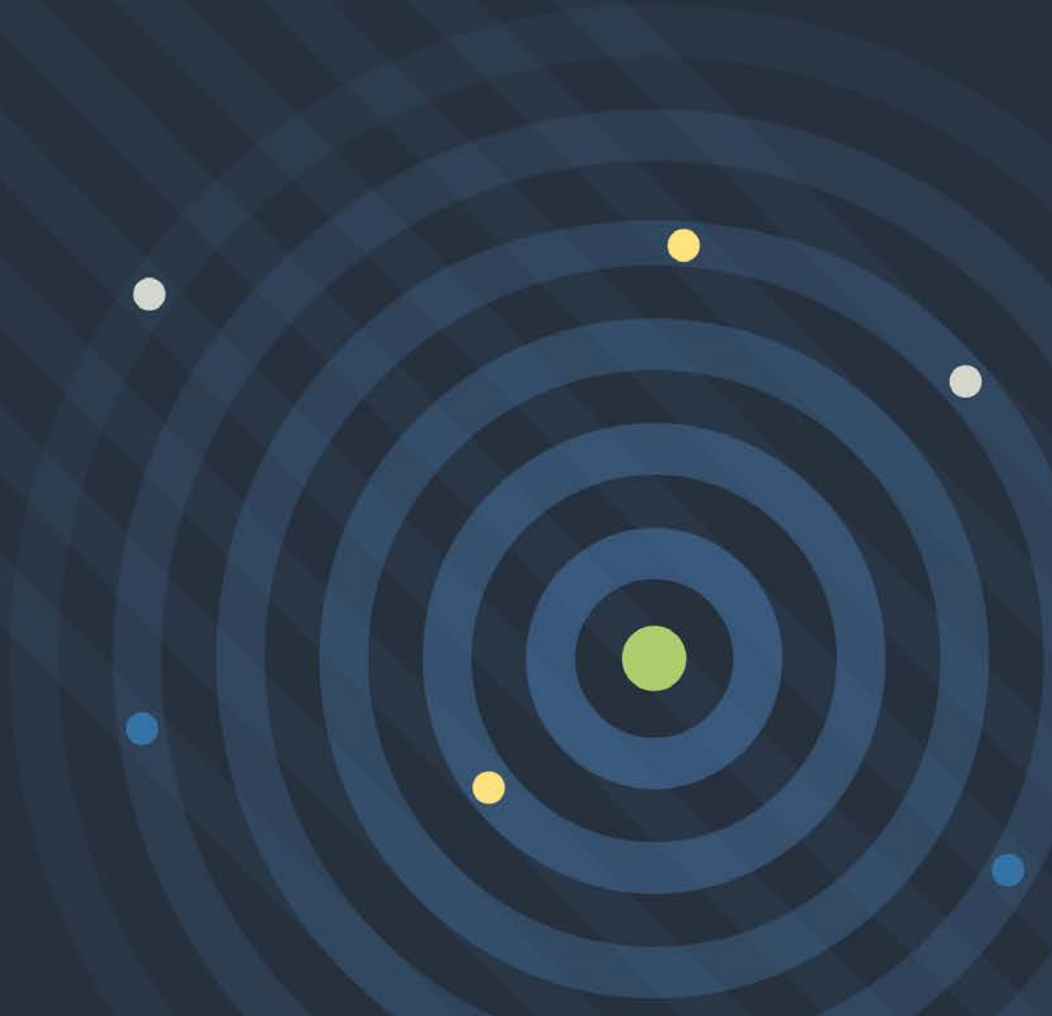




The Bell Foundation

Trustees

Appointment Brief



Introduction

Dear Applicant

Thank you for your interest in becoming a Trustee of The Bell Foundation.

The Bell Foundation's vision is to create opportunities, change lives, and overcome exclusion through language education.

The Foundation delivers this vision through two strategic programmes, "English as an Additional Language" and "Criminal Justice". The programmes target two beneficiary groups for whom English is an Additional Language; learners in the education system, and victims, offenders and ex-offenders in contact with the criminal justice system.

The Foundation reaches those who work with these groups such as teachers, school leaders and prison staff as well as thought leaders. Opportunities for work in these areas are significant. Victim support, prison education and the community rehabilitation landscape are undergoing major transformational change. Similarly, the numbers of children with English as an Additional Language are increasing, at a time when support for this group is decreasing.

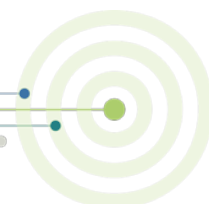
The Foundation works both at a grassroots level, through direct delivery of programmes in schools and prisons, and at a national level, through the commissioning of research and engaging in the development of policy and practice. The Foundation works with both large strategic partners and smaller organisations, including schools, local authorities and teaching schools, academy chains and leading universities. Through these partners and through direct work, the Foundation has increased its reach and impact on key audiences both at academic, teacher, pupil, and practitioner level. The Foundation's geographical and numerical reach has grown significantly and the Foundation has developed a robust evaluation framework.

The Foundation has grown since its beginnings in 2012 to quickly become a respected nationally credible player. However, it has significant ambitions to achieve system change and practical impact on the ground. The Foundation is looking to recruit three new Trustees to help achieve this and drive forward the ambitious charitable programmes.

If you feel you have the enthusiasm, skills, time and commitment to join the Board, we very much look forward to hearing from you and meeting you.



**Russell Prior, Chair,
The Bell Foundation**



Our Vision

Creating opportunity, changing lives and overcoming disadvantage through language education.

Our mission

To achieve our vision, we work with partners on innovation, research, training and practical interventions. By generating and applying evidence, we aim to change practice, policy and systems for children, adults and communities in the UK disadvantaged through language.

Values

We:

- Are independent and impartial with no political affiliations
- Are authoritative and rigorous in our approach and present clear and balanced evidence
- Work in partnership with others
- Champion practical solutions to problems, and
- Believe in diversity, valuing difference and tolerance

Our aims - achieving our mission

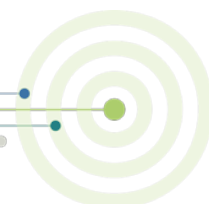
The Bell Educational Trust Limited was originally founded in 1972 by Frank Bell with the belief that intercultural understanding could be promoted through language education.

The objectives are to promote and provide for the advancement of education for the public benefit by any means that the Trustees consider appropriate and in particular (but without limitation) by the:

- Carrying out and dissemination of research into the teaching and learning of languages and the use of language in education more generally
- Training and professional development of language teachers
- Provision of grants to organisations and individuals to further language education

Within these objectives, the Foundation's purpose is to change lives and overcome exclusion through language education and thereby continue the vision of its founder.

You can find out more information, including the Foundation's annual report and accounts, at www.bell-foundation.org.uk.

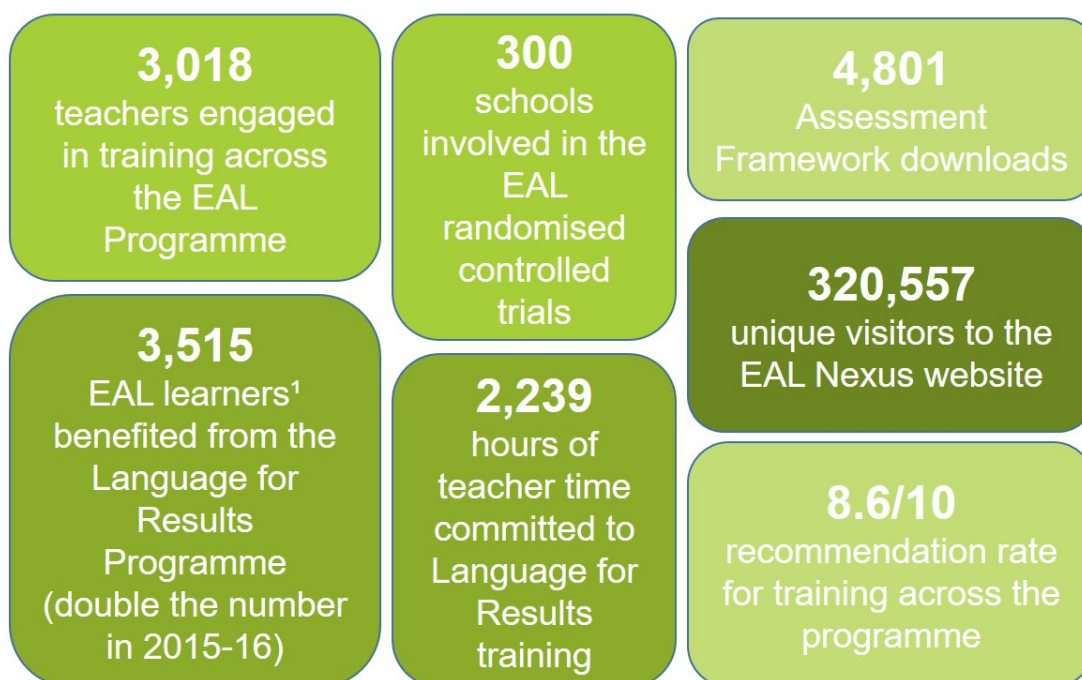


Impact

Our work to change lives and overcome exclusion through language education take the shape of two programmes:

The English as an Additional Language (EAL) Programme

Our EAL Programme seeks to improve the educational outcomes of children in the UK who have English as an Additional Language, in order to benefit the individual child and society as a whole. In 2017 we achieved the following;



Statistics are based on the academic year 2016-17

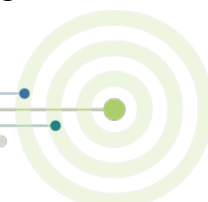
¹ 3,515 EAL learners benefited from the 1,132 teachers who engaged in the Language for Results Programme

For more information about the EAL Programme, please click here <https://www.bell-foundation.org.uk/eal-programme/>

Criminal Justice Programme - Victims, offenders and ex-offenders with English as an Additional Language

The Criminal Justice Programme's overall goal is to reduce the re-offending rates of ex/offenders with English as an Additional Language. The objectives are:

- To build and disseminate knowledge and impact of the removal of the language barrier to rehabilitation



- To improve access to education, employability and resettlement support

In 2017, the Foundation (through five partnerships) delivered against these objectives and assessed the learning from the programme and held consultations with key stakeholders. For more information about our Criminal Justice Programme please visit <https://www.bell-foundation.org.uk/language-for-change/>



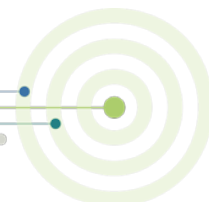
¹ Over the lifetime of the programme

Our Board and Committees

The Board currently has nine members and meets four times a year in Cambridge. The Board has four Committees (listed below) which meet either three or four times a year in Cambridge or in London.

- **Asset Management Committee** (Chair - John Gandy, Anthony Tomei and Russell Prior)
- **Audit and Risk Committee** (Chair - Geoff Spink, Andrew Fellows and Reshard Auladin)
- **Governance Committee** (Chair - Sarah Squire, Russell Prior and Reshard Auladin)
- **Programme Committee** (Chair - Anthony Tomei, Mike Milanovic, Diana Sutton Jan King and Sarah Squire)

As a new Trustee you would be expected to serve on up to two Committees.



The role will require a commitment of approximately one day per month, to include four Board a year and typically four Committee meetings (although not all Committees meet quarterly) and:

- Reading and commenting on documents
- An annual away-day, usually in Cambridge, which typically involves a night away
- Occasional participation in discussions with SMT and Trustees between meetings (typically by e-mail or phone)

Trustee Role Description

Key Responsibilities

- To ensure that The Bell Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Foundation pursues its objectives as defined in its governing document
- To help drive Foundation strategy, ensuring that the Foundation reaches its level of ambition
- To ensure that the Foundation uses its resources effectively in pursuance of its objectives
- To contribute actively to the Board of Trustees' role by providing strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets, and ensuring that you are fully apprised of the Foundation's work
- To safeguard the good name and values of the Foundation
- To ensure the effective and efficient administration of the Foundation
- To ensure the financial stability of the Foundation
- To protect and manage the property and assets of the charity and to ensure the proper investment of the charity's funds
- To ensure strategic oversight as the sole shareholder of the charity's wholly owned trading subsidiaries, Bell and Bell Switzerland.
- To take steps to ensure that the organisation's trading, property, investment, operational, and other risks are adequately reviewed and managed

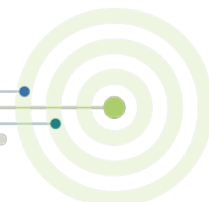
Person Specification

You should be able to demonstrate and provide evidence of your ability to meet the criteria listed under Part One within your written application. These will be tested further at the informal stages, along with the criteria listed under Part Two.

The successful candidate will be able to give evidence of the following:

Part One

- A record of proven and significant achievement in your own field



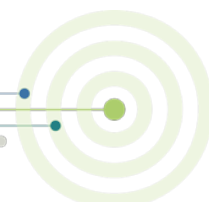
- Successful experience of operating on a Board or a Committee in a charitable, public sector, or commercial organisation
- A strong understanding of charitable and corporate governance
- A commitment to the aims and objectives of the not for profit sector
- Experience of identifying and managing assets and risk in a charitable environment
- Demonstrable experience of building and sustaining relationships
- Confident and effective communication skills with a range of audiences, and the ability to challenge in a constructive manner
- A commitment to overcoming exclusion and disadvantage and/or a background in one or more of the following areas is desirable but not essential:
 - Criminal justice and rehabilitation of offenders
 - English language teaching
 - Strategic experience with the state education sector
 - Commissioning and evaluating research
 - Significant charitable experience
 - Commercial diversification, growth and scaling

Part Two

- Drive, willingness and determination
- Communication and engagement skills with a high level of emotional intelligence
- The ability to think strategically and analytically
- The ability to assimilate and prioritise complex information
- The ability to maintain independence of thought and judgement
- Skills to develop productive working relationships that command respect, trust and confidence
- The ability to work collaboratively as a team member at Board level
- The ability to retain focus on strategy and governance rather than being distracted by operational issues
- The ability to exercise oversight of the Foundation's assets, including the commercial trading subsidiary

Timetable for Candidates

Sunday 28 October 2018	Closing date for applicants
w/c 5 and 12 November 2018	Informal meetings between shortlisted candidates and the Chair, Russell Prior and Diana Sutton, Foundation Director, and a site visit
21 November 2018	Final Panel interview



Terms and Conditions

- A DBS check at the enhanced level is required
- The position of Trustee is appointed initially for a period of three years, with an option to serve for a maximum of three consecutive terms of three years
- The time commitment for this role is approximately 1 day a month
- Expenses are reimbursed, and the role is unremunerated

How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

<http://www.attenti.co.uk/Belltrustees>

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role
- If you would like to provide a short supporting statement, please feel free to do so, this is not mandatory at this stage but would be helpful
- Details of two referees, one of whom should be with regards to your current or most recent Board level role and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

Closing date for applications is Sunday 28 October 2018

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you. All applications will be acknowledged. Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Please let us know of any accessibility accommodations you may require.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants:

Jim Banks on 07787 004 768 Jim.Banks@attenti.co.uk or

David Fielding on 07810 507 235 David.Fielding@attenti.co.uk

