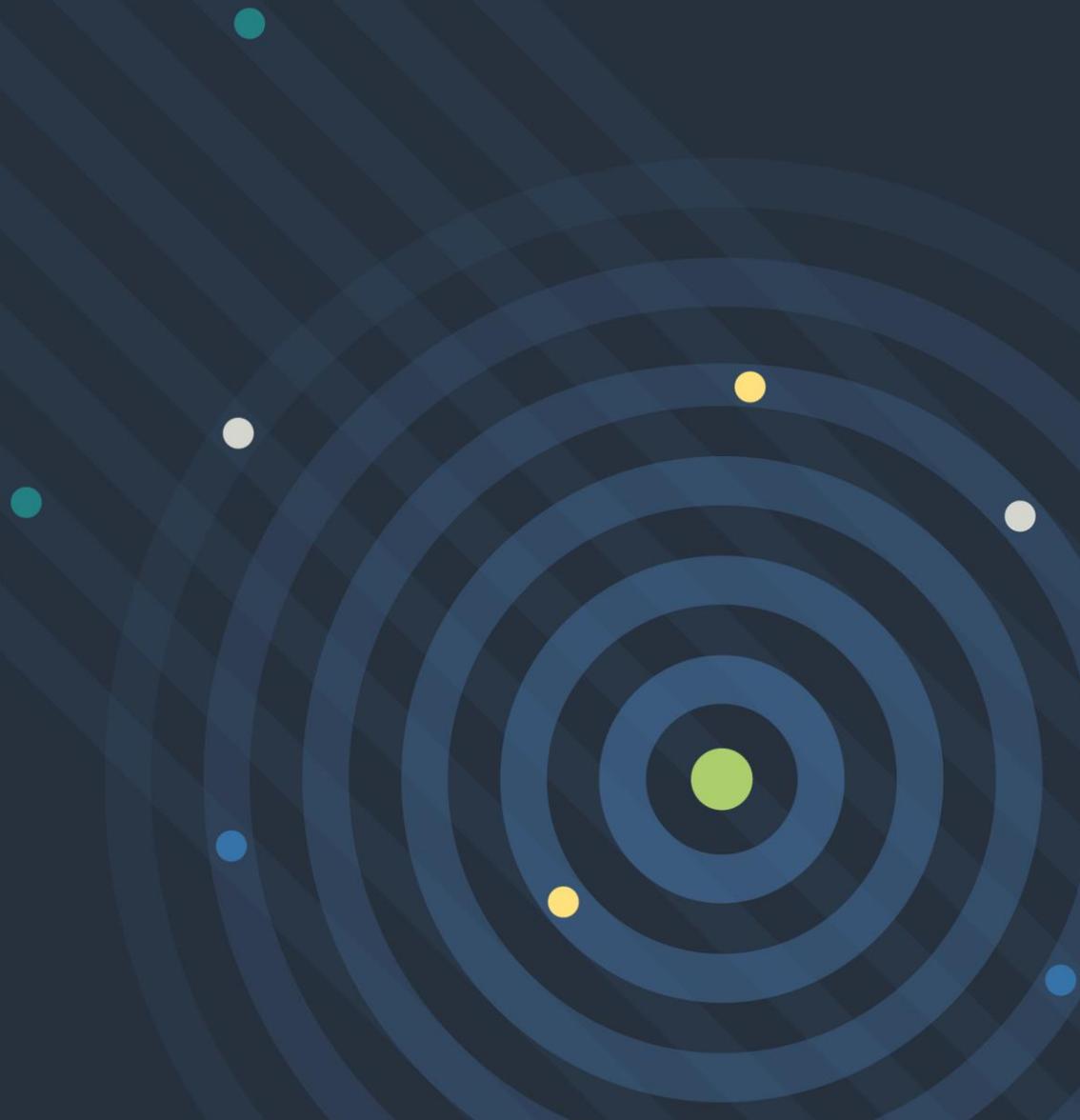




The Bell Foundation

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.

We are delivering this vision through two strategic programmes, "Language for Results" and "Language for Change". Our programmes target two beneficiary groups, children with English as an additional language, and offenders with language and literacy needs. Our work reaches those who work with these groups such as teachers, school leadership and prison staff as well as thought leaders. Opportunities for work in these areas are significant as both the prison education and community rehabilitation landscape undergo 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.

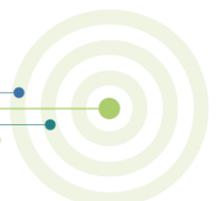
The Foundation works both at a grassroots level, through direct delivery of programmes in schools and prisons, and at a national level, through the commissioning of research and engaging in the development of policy and practice. We are working both with large strategic partners and smaller organisations, including schools, local authorities and teaching schools, an Academy chain and leading Universities. Through these partners and our own direct work, we have increased our reach and impact on key audiences both at academic, teacher, pupil, and practitioner level. Our geographical and numerical reach has grown significantly and we have developed a robust evaluation framework.

We have grown since our beginnings in 2012 to quickly become a respected nationally credible player. However we have significant ambitions to achieve system change and practical impact on the ground. We now want to recruit three new Trustees to help us to do this and drive forward our ambitious charitable programme.

If you feel you have the enthusiasm, skills, time and commitment to join our 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

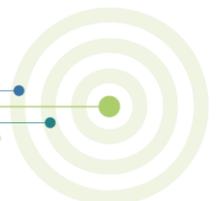
The Bell Educational Trust Limited was originally founded in 1972 by Frank Bell with the belief that intercultural understanding could be promoted through language education.

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

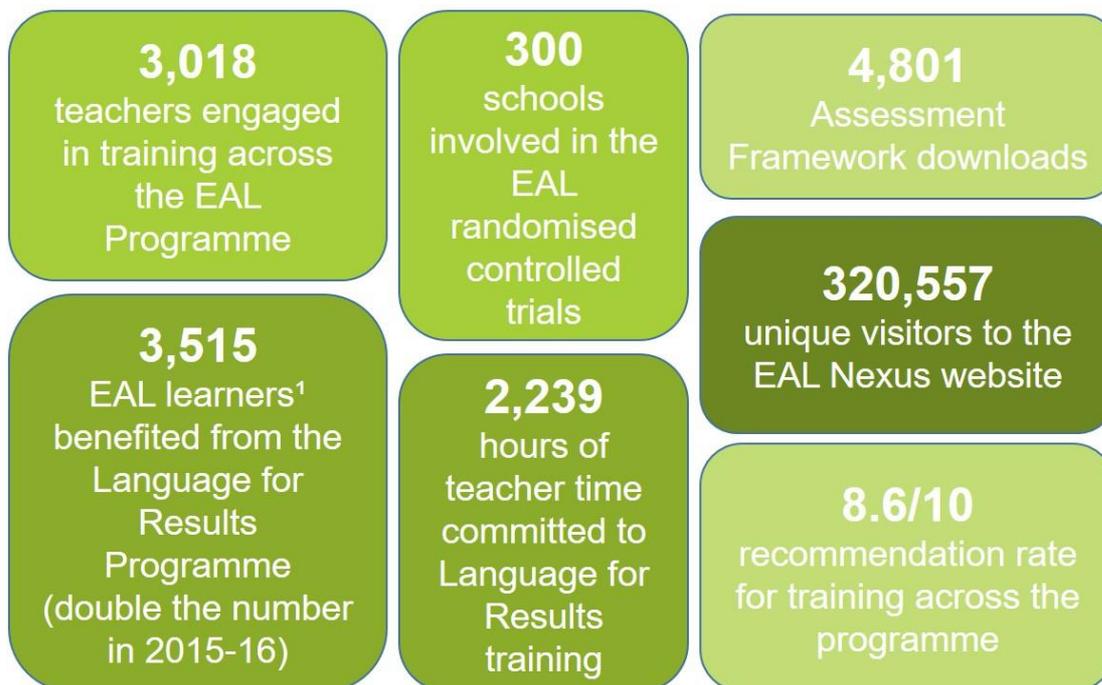
You can find out more information, including the Foundation's annual report and accounts, at [www.bell-foundation.org.uk](http://www.bell-foundation.org.uk).



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 (including Language for Results)

Our EAL programme seeks to improve the educational outcomes of disadvantaged 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

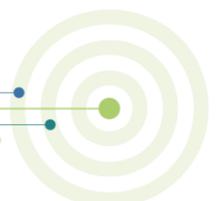
<sup>1</sup> 3,515 EAL learners benefited from the 1,132 teachers who engaged in the Language for Results Programme

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

## Language for Change - Prisoners, offenders and ex-offenders with English as a second language

The Language for Change Programme's overall goal is to reduce the re-offending rates of ex/offenders with English as a second 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/>



<sup>1</sup> Over the lifetime of the programme

## Our Board and Committees

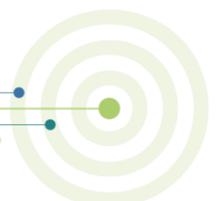
The Board currently has nine members and meets four times a year in Cambridge. The Board has four Committees (listed below) which meet either three or four times a year in Cambridge or in London.

- **Asset Management Committee** (Chair - John Gandy, Anthony Tomei, Russell Prior & ?)
- **Audit and Risk Committee** (Chair - Geoff Spink, Andrew Fellows and ?)
- **Governance Committee** (Chair - Nick Tellwright, Russell Prior & Sarah Squire)
- **Programme Committee** (Chair - Anthony Tomei, Mike Milanovic, Diana Sutton & Susan Maingay (co-opted))

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 meetings and:

- Reading and commenting on documents.



- Participation in additional Board telephone conferences.
- An annual away-day, usually in Cambridge, which typically involves a night away.
- Occasional participation in discussions with Trustees between meetings (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 objects 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 objects;
- 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;
- To take steps to ensure that the organisation's trading, property, investment, operational, and other risks are adequately reviewed and managed.

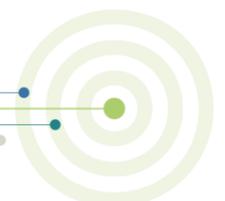
### Person Specification

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;



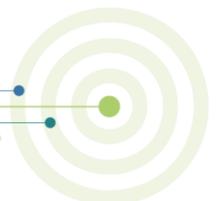
- Successful experience of operating on a Board or a Committee in a charitable, public sector, or commercial organisation;
- A strong understanding of charitable and corporate governance;
- A commitment to the aims and objectives of the not for profit sector;
- Experience of identifying and managing 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
- A successful track record operating across the English Language Teaching sector would be particularly welcome

## 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 judgment;
- 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 17 <sup>th</sup> February	Closing date for applicants
w/c 25 <sup>th</sup> Feb and 4 <sup>th</sup> March	Meetings with the Chair, Russell Prior and Diana Sutton, Foundation Director, and a site visit



## 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/Bellfoundation>

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 17<sup>th</sup> February 2019**

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](mailto:Jim.Banks@attenti.co.uk) or

**David Fielding** on 07810 507 235 [David.Fielding@attenti.co.uk](mailto:David.Fielding@attenti.co.uk) at Attenti.

