



Learn English At Home

Sidleley House
50 Canbury Park Road
Kingston Upon Thames
Surrey KT2 6LX

Registered Charity 1153425

TRUSTEE RECRUITMENT PACK

Introduction from the Chair of Trustees

Thank you for your interest in joining the Board of Trustees at Learn English at Home (LEAH). It is an exciting time to join Learn English at Home as we embark on our ambitious 3-year strategic plan to further expand into Hounslow, increase our strategic partnership work and diversify our income base. Underpinning this is our focus on volunteer development across the organisation, to increase our impact and further our reach.

This application pack gives you information about LEAH, your role as a trustee and the particular skills we are looking for. Please visit our website www.leah.org.uk to find out more about work. If you have any further questions or would like an informal and confidential discussion about the role you can speak to me or the LEAH Director, Jenny Irish, by getting in touch through the LEAH office info@leah.org.uk.

Richard Williams, Chair of Trustees

2018-2019

241 ethnic minority adults supported
121 clients supported 1:1 in their homes
142 clients supported in community classes
10 community classes delivered
26 volunteers completed LEAH's comprehensive 38-hour training course
125 client referrals received from partner organisations



"It is great that LEAH is a small local charity rather than a big national one. It provides a life-changing opportunity for so many - including reducing isolation and giving people confidence in their every-day life. I cannot speak too highly about what LEAH is achieving."
LEAH Referrer

About LEAH

LEAH has been working for 36 years with ethnic minority adults, including refugees, asylum seekers, and migrants, to help them overcome their isolation through the teaching of English. We support clients throughout Kingston and Richmond, and we have recently started delivering services in Hounslow.

LEAH's vision is for an integrated society where language unlocks people's potential to participate fully in family and community life. Our mission is to support ethnic minority adults, including refugees and migrants, to learn English, enabling them to gain confidence, access services and make informed choices for their families. In particular, we support clients who are unable to access adult education provision because of, for example, their child-care responsibilities, ill health, disabling lack of self-confidence or illiteracy in their first language.

Through our volunteers, we provide the following services at no cost to the client:

- One to one English as a Second or Other Language (ESOL) tuition in the client's home.
- A range of small-group classes in community settings each focused on a specific learning need of the group (e.g. literacy, communication with the school). These groups all have crèche facilities.
- Social integration community visits, e.g. heritage tours of Kingston, trips to Kew Gardens, local walks and outings.
- Information about local statutory and voluntary services is embedded into all our teaching.

Through language support and signposting to local statutory and voluntary services, we empower people to become active in their communities.

Organisational structure

The trustees are responsible for overseeing the overall management and strategic direction of LEAH and ensuring the charity stays focused on its purpose. The Director is appointed by the trustees to manage the day to day operations of the charity. The Director leads a strong team of committed staff and volunteer tutors. Our work would not be possible without our volunteers. In the last financial year, 27 volunteers completed our 38-hour training course, enabling us to maintain our pool of 100 active volunteers.

Organisational funding

LEAH is funded through a mix of local and national grants and trusts, local authority funded grants and contracts, national government funding including the Ministry of Housing, Communities and Local Government, community fundraised income as well as a small number of service contracts. Our aim is to further diversify our income base and generate a larger proportion of our income via service contracts across the next 3 years to ensure we are a sustainable organisation for future generations.

What are we looking for in our trustees?

As a charity trustee you will be helping to shape and contribute to these plans and in doing so, will enable LEAH to make a lasting difference and help hundreds of people become more active in their local communities. We are seeking new trustees with the skills and experience to complement our existing Board and support the charity as it grows and develops. We are currently recruiting to strengthen our succession planning and broaden our skills base. Trustees can serve for a maximum of two 2-year terms in each role. The specific requirements of the role can be found in the role description below.

Induction and training of new trustees

On appointment, trustees are given an induction including a 'buddy' from among the existing trustees to help settle in, a policy pack, the organisation's constitution, key strategic documents and opportunities to meet staff and visit LEAH services.



For 1:1 clients LEAH had been supporting for at least six months by the end of March 19:

- **95%** made an improvement in their spoken English
- **85%** made a significant improvement in their English literacy skills
- **71%** increased the number of activities they participated in outside the home
- **90%** reported feeling more self-confident
- **83%** reported feeling more confident in speaking to a health professional
- **27%** moved on to a LEAH community class
- **12%** moved on to another community class
- **12%** moved on to adult education college
- **13%** found work

LEAH Treasurer and Trustee Role Description

Direct Report: Works closely with the Chair, Director and the board of trustees

Background: Finance, Strategy and Governance, Fundraising, Legal, Risk

Main Responsibilities

- Ensure the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure LEAH pursues its objects as defined in its governing document
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements
- Ensure all strategic plans are financially appraised and budgets aligned to short and long-term objectives
- Oversee planning/budgeting processes and constructively challenge where required
- Prepare and present financial reports to the board on a quarterly basis in collaboration with the Director, including spend against budget, projected cash-flow
- Advise on financial implications of the organisation's strategic plan and prepare projected financial scenarios
- Keep the board aware of its financial responsibilities and signalling to the board if any urgent action is required
- Ensure a high standard of management accounting is maintained in order to safeguard assets
- Board level liaison with independent examiners and related board representations
- Guide and advise fellow trustees to formally approve annual reports and accounts
- Explain technicalities of accounts in plain language to be understood by the trustees
- Liaise with LEAH's bank as required
- Ensure the organisation has an appropriate reserves policy
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances
- Chair finance committee in line with terms of reference and reporting findings/developments back to the Board of trustees

Person specification: Qualities required of all board members:

- Commitment to LEAH and its mission
- Ability to put time and effort into the trustee role
- Good, independent judgement: impartial and fair
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Openness to new ideas
- Strategic vision
- Creative thinking
- Effective team member
- Excellent communication and interpersonal skills

Desirable qualities:

- Recent experience of working at a senior level in a third sector, statutory or corporate environment;
- Knowledge of Kingston, Richmond and Hounslow business sectors or experience of effective corporate/third sector partnerships;
- Experience of community fundraising and individual giving

In addition to the qualities required of all trustees, the Treasurer should have:

- Chartered accountant/ACCA/AMA qualification or equivalent
- Knowledge of charity SORP
- Experience in a strategic financial management role including the preparation of annual accounts
- The skills to analyse proposals and examine their financial consequences
- Experience of charity governance

Time Commitment

2.5 days per month, including: monthly approval of accounts; quarterly board meetings (including one as part of an annual away day); chairing the quarterly Finance Committee meetings; contribution to papers for both of these meetings; correspondence with LEAH's bank and the independent examiners; other correspondence, meetings and LEAH events.

Location

Board meetings are held at the organisation's premises.

Further information about being a trustee can be found at www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

Deadlines for applications

Midday Monday 25th November 2019.
Interviews held at the LEAH Office between 2nd and 11th Dec 2019.

To apply, please send your CV and covering letter explaining why you are interested and how you are suited to the role to director@leah.org.uk

Trustee with specialist knowledge in Marketing and Communications

Direct Report: Works closely with the Chair, Director and the board of trustees
Background: Marketing and Communications, Strategy and Governance, Fundraising

Role Summary

The Trustee with expertise in marketing and communications will help to ensure that LEAH has a strong and well understood brand with the development of a clear voice and by the well-structured implementation of its strategies in marketing and communication.

Main Responsibilities

- Ensure the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure LEAH pursues its objects as defined in its governing document
- To contribute to the development and implementation of an integrated strategic marketing and communications plan, which will allow LEAH to cultivate and enhance meaningful relationships with targeted external audiences, including the media and key influencers
- To broaden awareness of LEAH's vision, mission and values; and increase its visibility across a wider audience
- To assist with developing the market position and brand of LEAH to a variety of audiences in order to enable fulfilment of its strategic objectives.
- To raise awareness of LEAH's work through the activities of its Trustee-led Fundraising and Communications Committee and drive forward a step change in marketing and communications activities
- To serve as communications spokesperson on behalf of the Board of Trustees when required
- To help develop LEAH's on-line presence via Twitter, Facebook and other social media channels

Person specification: Qualities required of all board members:

- Commitment to LEAH and its mission
- Ability to put time and effort into the trustee role
- Good, independent judgement: impartial and fair
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Openness to new ideas
- Strategic vision
- Creative thinking
- Effective team member
- Excellent communication and interpersonal skills

Desirable qualities:

- Recent experience of working at a senior level in a third sector, statutory or corporate environment;
- Knowledge of Kingston, Richmond and Hounslow business sectors or experience of effective corporate/third sector partnerships;
- Experience of community fundraising and individual giving

In addition to the qualities required of all trustees, the Marketing and Communications Trustee should have proven experience in:

- Marketing and communications
- Successful relationship building and influencing
- Success in managing a strategy to increase profile and awareness locally, regionally and nationally
- Developing social media content and campaigns

Time Commitment

2 days per month on average supporting LEAH with your key specialist area of marketing and communications, contribution to papers; other correspondence, meetings and LEAH events. Board meetings are held quarterly. In addition to Board meetings, you will be required to join the Fundraising and Communications Sub Committee and attend quarterly meetings.

Location

Board meetings are held at the organisation's premises.

Further information about being a trustee can be found at www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

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