



Candidate information pack **Trustee**

West Berkshire
Training Consortium

Charity registered in England and Wales no. 298851,
Registered Company No. 01760271





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A WELCOME FROM ANTHONY BRAVO, CHAIR



I am delighted to welcome your application to join West Berkshire Training Consortium as one of our Trustees.

West Berkshire Training Consortium (WBTC) provides high quality apprenticeships and training to organisations, young people and adults across West Berkshire and beyond. Currently, our main focus is improving the career prospects of 16-18 year olds who have recently been disproportionately disadvantaged by the recession.

These past few years have presented challenges to the charity, particularly with the global pandemic, but we have adapted in response and have delivered a solid financial performance over the past few years.

We now need to bring on a refreshed and energetic Board to steer us towards the future and make strategic and sensible decisions for the charity. We are seeking up to seven new Trustees and are keen to bring on a range of skills and experience that will help us to steer the right course into the future.

I am looking forward to working you a refreshed Board and our staff team to implement our strategic goals and do more to support our young people towards a brighter future.

I hope that this pack will help you understand more about our charity and encourage you to apply for one of our Trustee roles. The contact details for Action Planning, who are helping us with this recruitment process, are at the back of this pack, along with details of how to apply.

Best wishes,



Anthony Bravo, Chair

West Berkshire Training Consortium



A BACKGROUND TO WEST BERKSHIRE TRAINING CONSORTIUM



WBTC was established in 1983 and provides high quality apprenticeships and training to organisations, young people and adults across West Berkshire and beyond.

We provide a wide range of opportunities for 16-24 year olds and adults, funded by the government through contracts with the Government Education Funding Agency and the Skills Funding Agency. This includes: EFA Study Programme, Workbased Learning and GCSE English and Maths and/or Literacy and Numeracy and SFA Traineeships and Apprenticeships.

Over the years we have trained over 15,000 apprentices in a wide range of occupations from accounting to warehousing. Learners and employers benefit from our personable, tailored approach and one-to-one support, resulting in high achievement and progression rates.

OUR AIMS

WBTC aims to provide services to significantly improve the economic and social well-being of our learners.

Our main focus is improving the career prospects of 16-18 year olds who have recently been disproportionately disadvantaged by the recession. By providing high quality training and support to employers, we can improve the take up of 16-18 year old Apprenticeships. Through partnerships with our stakeholders, the Skills Funding Agency, Education Funding Agency and National Apprenticeship Service we continually seek to adapt to the demands of the local community and improve our provision.

OUR MAIN OBJECTIVES

1. Increase the number of new employed Apprenticeships for 16-18 year olds, especially those currently designated as Not in Education, Employment or Training (NEET).
2. Promote the uptake of Apprenticeships and other funded programmes among employers for their existing employees so that they can benefit from the increased productivity that the training facilitates.
3. Support disadvantaged and disaffected young people by delivering Study Programmes and locally funded programmes that are high quality and offer a good chance of securing employment.
4. Win new funding opportunities and other funds so that we have the tools to help people of all ages currently disengaged from mainstream funding programmes.
5. Provide an excellent level of individualised service to employers so that they feel supported and valued when they invest in Apprenticeships and other forms of training.
6. Constantly strive to increase success rates in all programmes above the national average.
7. Grow the business to incorporate more employers to bring stability and diversity to our employer base.
8. Welcome all learners and employers regardless of personal background, faith, gender or transgender, age, sexual orientation, race, marital status, pregnancy, maternity, ability, disability or social circumstances. WBTC has a culture of equality of opportunity for all.
9. Maintain a vibrant and supportive work environment for our employees in which they are encouraged to develop their skills and contribute to the business.



CURRENT CONTEXT



In 2018-19, we merged with the Basingstoke College of Technology (BCoT). This saw the creation of a new constitution, Board of Trustees and three-year plan. The merger was part of a three-year recovery plan aimed at building the number of apprentices studying at any time. The plan included a focus on stable SME recruitment of young apprentices, a high retention rate of existing apprentices, and a consistent supply of levy-employer enrolments. WBTC still operates as a charity with a separate and distinct board from The College Group.

In the first year, we saw a sharp decline in numbers, in part due to the introduction of the apprenticeship levy. Then 2020-21 brought with it unprecedented challenges due to the global pandemic. Business confidence was sharply down and application numbers for our programmes also fell. The year ahead is dependent on that confidence returning enabling employers to recruit new apprentices and train existing staff.

Diversification into Functional Skills has helped improve revenue sufficiently. We are now looking to the future and hope that the wider context will enable apprenticeships to pick up in 2021-2022, and will continue to build in areas such as Functional Skills to respond to the changing climate.

We have faced multiple challenges in recent years. Overall, we are in a secure financial position but there are other challenges that will need the Board's time and energy to address. We are undertaking a complete 'refresh' of the Board - Action Planning is helping us recruit up to seven new trustees to the Board through an open and transparent process, and with a clear focus on building up the skills available to us in a number of key areas.

We are looking for Trustees who are up for this challenge – bringing their skills, experience, resilience and insights to helping us map our path forward in these unprecedented times.



STRATEGY AND VISION



VISION

Inspiring employers and learners to fulfil their full potential by delivering career skills fit for the future



CHARITABLE OBJECTIVES

WBTC is a charitable training provider set up to enrich the lives of young people and vulnerable adults through the provision of:

- Sustainable employment opportunities with employers.
- Accredited high-quality training leading to career progression.
- Learning and pastoral support to overcome barriers to learning.



ORGANISATIONAL PRINCIPLES

- The learner is at the centre of every strategic and operational activity at WBTC.
- Each and every learner and employer will receive a high quality and personalised service.
- All stakeholders and staff will be valued and feel respected.
- WBTC will display honesty and transparency in all its dealings.
- WBTC staff will take ownership and responsibility for the success of the charity, its learners and employers.
- Working at WBTC, doing business with WBTC and learning at WBTC will be fun and rewarding.



STAFF VALUES

- Demonstrate respect and a strong commitment to equality & diversity.
- Maintain integrity at all times and accept only the best in terms of performance.
- Be accountable for actions and results.
- Think fresh and ask always 'how could I do better'.
- Show passion for learning, career progression and the transformational nature of our services.
- Become involved beyond the normal scope of the job role and play a full part in the Charity.



TRUSTEE ROLE DESCRIPTION



RESPONSIBILITIES:

Trustees have and must accept ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

COMPLIANCE:

- Trustees must ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular they must ensure that the charity prepares reports on what it has achieved, and Annual Returns and accounts as required by law.
- Trustees must ensure that they do not breach any of the requirements or rules set out in the charity's governing document, and that it remains true to its charitable purpose and objects.
- Trustees must comply with the requirements of other legislation and other regulators which govern the activities of the charity.
- Trustees must act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

DUTY OF PRUDENCE:

- Trustees must ensure that the charity is and will remain solvent.
- Trustees must use charitable funds and assets reasonably, and only in furtherance of the objects.
- Trustees must avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

DUTY OF CARE:

- Trustees must use reasonable care and skill in their work as trustees, using their personal skill and experience as needed to ensure that the charity is well-run and efficient.
- Trustees must consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

In addition to the statutory requirements set out by the Charity Commission (above), Trustees of WBTC are expected:

- to work together to provide clear strategic direction to the charity, setting overall strategy and policy, agreeing goals and targets with the Chief Executive, and evaluating performance against agreed targets
- to be collectively responsible for the actions of the charity
- to represent the charity at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to attend meetings, and to read and be familiar with papers in advance of meetings
- to serve on sub-committee meetings as appropriate
- to keep up to date about the activities of the charity and wider issues which affect its work.





TRUSTEE PERSON SPECIFICATION



All trustees of WBCT must have:

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

Beyond these personal attributes we try to maintain a Board membership that has wide ranging expertise, so that the Board as a whole has the necessary skills and experience to draw upon in its governance and decision making. We have seven current vacancies and current priorities for these vacancies include:

- people with good, current experience of charity governance, either in charity management or as a member of a Board
- someone to fill a Treasurer role, bringing strong financial skills (preferably a qualified accountant, ideally specifically with experience of charity accounts)
- Human Resources expertise
- Experience working in the training and education sector
- Business experience, particular from the SME sector, would also be valuable.

If you don't meet these priorities but are otherwise committed to our cause, please don't hesitate to apply.

LEVEL OF COMMITMENT

Board meetings (2 hours), held once every two months. Board meetings are currently being held online but will revert to face-to-face in due course.

The time commitment from WBCT Trustees will be in the region of 4-6 hours per month for general Trustee duties. Additional time may be required from Trustees taking on specific roles, such as a Treasurer.





HOW TO APPLY



TERMS AND CONDITIONS

The appointment will be subject to a satisfactory DBS (Disclosure and Barring Service) check at enhanced level. Trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel expenses for attending meetings.

HOW TO APPLY

The closing date for applications is **10.00** on **Tuesday 8th February 2022**.

We will be advertising widely both through our networks and through a specialist agency – Action Planning.

Shortlisting will be carried out immediately after the closing date, and an opportunity will then be made for shortlisted candidates to interview with our recruiter and Board Chair on the **15th or 18th February 2022**.

Our expectation is that new Trustees will join our Board from **1st March 2022**.

Interested candidates are invited to submit an application by email to hayley.mcdonald@actionplanning.co.uk comprising:

- Covering letter setting out their interest in serving as a Trustee of WBTC
- CV
- A completed Candidate Details Form—available on the Action Planning website at www.actionplanning.co.uk/jobs-board
- All applications will be treated as confidential. If you have any questions about this post, please address them in the first instance to felicia@willowcharityconsulting.co.uk.

