



The Worshipful Company of Educators



The Educators' Trust

Honorary Secretary to, and Trustee of, The Educators' Trust

The Educators' Trust (the Trust) is the charitable arm of the Worshipful Company of Educators. It is a charitable incorporated organisation (CIO) registered with the Charity Commission (No. 1104355) to celebrate outstanding innovation and excellence in educational practice at all levels of education and in all settings, to contribute to the development of educational practitioners, and to enhance public understanding of the education professions.

The Trust is comprised of twelve trustees, including some who are not members of the Company.

The Trust receives no government grants. It is reliant on voluntary donations, gifts and legacies and the efforts of trustees, volunteers and supporters who understand the transformational power of inspiring educators to change lives.

The main charitable activity in which the Trust engages is in awarding prizes, bursaries and grants to outstanding educators nominated by reputable organisations involved in educational practice. Prize-winners are presented with their awards at an annual dinner held in a livery hall in the City of London. The Trust also offers the Franklin Grants Scheme for Professional Development, open to applications from individual educational practitioners. The Trust has a partnership agreement with City & Guilds to provide match-funded bursaries to a CPD programme for peer mentoring, managed and delivered by St Giles Trust.

The Trust also organises an annual Summer Colloquy presenting the work of some of its award winners and providing a platform for public debates and discussions on educational matters.

The Honorary Secretary

The Honorary Secretary works closely with the Chair and the Honorary Treasurer and provides administrative support to the Board of Trustees. The role also liaises with the Company's Clerk as necessary. The Board has an Honorary Adviser for governance and legal matters.

Role, Responsibilities and Tasks:

- To distribute (by email) the agenda and supporting papers for each Trust Board meeting to all members of the Board of Trustees and to invited attendees seven working days in advance of the meeting;
- To record all Trust meetings, write up as minutes, noting key actions, and send these in draft by email to the Chair within 10 working days of the meeting;
- To send the agreed version of the minutes by email to all trustees and attendees;
- To maintain an indexed file of all agendas, minutes and supporting papers;
- To keep a record of the details of trustees and their terms of office and remind the Chair about plans for re-appointment or for succession, in a timely fashion;
- Work with the Chair and the Treasurer to ensure that the annual report to the Charity Commission is approved by the Board at its December meeting before registering it with the Charity Commission by the deadline of 31st January each year.

Person Specification:

- Knowledge of and enthusiastic commitment to the work of the Trust
- The ability to write accurate, succinct and action-focused minutes
- Good organisational and administrative skills, including good time-management
- Effective communications skills, both oral and written
- Good interpersonal skills, tact, discretion and integrity
- Confident IT skills

Applications should be in letter form to the Chair, Dr Jennifer Somerville by email attachment: chair@educatorstrust.org.uk. **The criteria for selection will be applicants' capability to undertake the tasks listed above and their congruency with the person specification.** The Chair will circulate the applications to trustees for consideration. The final decision will be made by a majority vote of the trustees.

May 2025