



## **ROLE DESCRIPTION**

**Role Title: Co-opted committee members/Independent members of curriculum and quality local groups – THE BEDFORD COLLEGE GROUP (“TBCG”) (the legal entity is known as Bedford College)**

### **The Group’s Purpose**

The purpose of the Bedford College Group (TBCG) is to help individuals, communities, and society flourish through education by raising aspirations and reducing inequality to create a sustainable future. This is achieved through our relentless focus on community needs which drives our curriculum provision, determines our people and sets our budget priorities.

Our six core values guide everything we do:

#### **Valuing teamwork**

We are one team who, by working together, can achieve great things, respecting the opinion and valuing the contribution each of us makes.

#### **Improving continuously**

We challenge ourselves to always do better by trying new things, sharing knowledge, reflecting on practice and learning from others.

#### **Student centred**

At our heart is always doing what is best for our students. We consider students in all of our decision making to create positive outcomes and memorable experiences for every student.

#### **Inclusive**

We celebrate differences and diversity, recognising that we can learn from each other.

#### **Open and caring**

We care about the wellbeing of our staff, students, community and wider society, creating an environment built on trust where we listen, engage with and support each other.

#### **Nurturing educational excellence**

We promote educational excellence by delivering programmes that stretch and challenge our students to achieve their ambitions.

## **Overall Responsibilities:**

Co-opted governors contribute to the work of the corporation by:

- Strengthening the breadth of experience and skills available on the committee they are appointed to
- Contributing professional and specialist skills to:
  - support the collective delivery of the terms of reference of the relevant committee
  - support and challenge management in furthering the purpose and delivering the strategic objectives of TBCG relevant to the terms of reference of their committee
- Promoting and demonstrating through behaviours the values and agreed culture of TBCG

## **Term of office:**

A period of between one and four years, depending on the needs of the Corporation at appointment and subject to the potential for re-appointment in accordance with the Instrument & Articles of Government and Standing orders

## **Time commitment:**

Time commitments for the roles vary, but estimates based on current experience are:

- Co-opted committee members/Independent members of curriculum and quality local groups - 40 to 50 hours per year (circa three meetings per year, strategy/development day and paperwork)

Flexibility in commitment and additional roles can be discussed prior to appointment.

## **Main Duties:**

To actively contribute to the work of the committee, or group supporting the overall governance of TBCG as set out in the Instrument & Articles of Government and other related governance policies and procedures to:

- Support fulfilment of the relevant terms of reference and monitoring the performance and achievement of the strategic objectives to ensure delivery of TBCG's strategic plan.
- To actively prepare for and participate in committee meetings.
- To diligently carry out any additional roles agreed to (e.g. link governor roles)
- To comply with the Instrument & Articles, Code of Conduct, Nolan principles, safer recruitment policy, eligibility requirements as set out on the register of interest, governor engagement protocol and any other relevant policies and procedures as from time to time are appropriate.
- To act as an ambassador for the College and Corporation, actively demonstrating the College's values (above) as well as the Nolan Principles of Public Life (attached).

- To actively engage with mandatory training and participate in other reasonable and appropriate development opportunities for successfully fulfilling the role.
- To abide by the principle of collective responsibility, where no governor has authority to speak or act on the College's behalf unless specifically delegated to do so.

**May 2023**

## **The Seven Principles of Public Life (Nolan Principles)**

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

**These principles apply to all aspects of public life. The Committee has set them out here for the benefit of all who serve the public in any way.**

## PERSON SPECIFICATION

In applications, potential governors are asked to provide evidence of how they meet the skills requirements, with particular reference to their experience in a minimum of two of the areas named. We recognise that each governor contributes different skills to the overall operation of the Board.

### Role Title: Governor

	Essential	Desirable
Essential Special Requirements	<ul style="list-style-type: none"> <li>• Ability to work within a framework of collective decision-making in the best interests of the College and the capacity to make objective decisions</li> <li>• Commitment to and interest in education and training in the local area</li> <li>• Commitment to the College and its role in the community</li> <li>• Ability to respect confidentiality</li> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Willingness to continuously update skills and knowledge</li> <li>• Understanding how to promote equality and diversity within the role</li> <li>• Willingness to work in line with the Nolan Principles of Public Life (attached) and Code of Conduct</li> <li>• Willingness to obtain DBS at enhanced level and to provide evidence of the right to live and work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to attend occasional regional meetings with other governors</li> <li>• Knowledge of and links with community groups served by the College</li> </ul>

<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of leadership and or formulating strategy</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Experience of constructively challenging others</li> <li>• Experience of advising and / or scrutinising on matters relating to any of the following; <ul style="list-style-type: none"> <li>- Further Education delivery, quality monitoring, inspection, policy setting or political background</li> <li>- Stakeholder engagement</li> <li>- Estate management</li> <li>- Sustainability</li> <li>- Internal control and risk management</li> <li>- Financial reporting</li> <li>- Data Quality</li> <li>- Digital communications or transformation</li> <li>- Change management</li> <li>- Governance</li> <li>- Value for money</li> <li>- Procurement / Purchasing</li> <li>- Performance management and development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a Board member</li> <li>• Understanding and experience of current educational policy</li> <li>• Knowledge/skills/experience in finance or audit (to include an accounting/auditing qualification)</li> </ul>
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<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• <b>Ability to work in line with our Values</b></li><li>• <b>Ability and willingness to access technology within the security framework set by TBCG (including but not limited to use of a TBCG email facility and electronic board portal</b></li><li>• <b>Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</b></li><li>• <b>Ability to examine evidence and complex documentation and take an independent and unbiased view</b></li><li>• <b>Ability to promote our excellent reputation and behave appropriately and professionally in meetings</b></li><li>• <b>Ability to communicate effectively and confidently face to face, on the telephone and in writing</b></li></ul>	
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