



Saxton Bampfylde



Audit & Finance Committee Chair

February 2024

Reference: UAAABA



Welcome from Ilse Howling, Chair

Thank you for your interest in becoming our new Audit & Finance Committee Chair.

Our purpose – transforming lives through education – has never felt more important or urgent. The current global context presents challenges but also great opportunities to shape future education strategy and develop new programmes and services to overcome gaps in global education and careers services, including working for the most disadvantaged. The successful candidate will join us at a key moment, as we finalise the strategy for the next chapter of our growth to 2030, harnessing rapid change both within our organisation as well as externally in our global operating environment.

In recent years, we have achieved significantly increased educational impact as well as financial growth and stability. This, despite the pandemic and its impact on education globally and in the UK. We have a strong reputation among our UK and global clients and beneficiaries for excellent research and expert and dependable delivery of education and careers programmes. We reached more than 12 million learners globally last year, up from 9 million in 2021-22. As a not-for-profit business, our income was £91 million, earned almost entirely from commercial contracts with governments and institutions and we have strong financial reserves.

You will join a dedicated and ambitious Board of Trustees. We aim to be inclusive (avoiding group think) and to give strong support and challenge to our Chief Executive and his leadership team in achieving our mission. As our next AFC Chair, you will bring wisdom and depth and breadth of experience appropriate to a key role in our governance as both a UK based charity and a global commercial business. A financially astute leader, you will bring significant, non-executive experience of working with boards and executive leaders to achieve the right balance of collaboration, strategic scrutiny and independence, as well as highly developed inter-personal and chairing skills.

We're keen to encourage applications from candidates from a wide range of backgrounds and experiences. The successful candidate will understand the tremendous potential to impact livelihoods through education, to achieve commercial pathways to growth and educational impact and be able to support and inspire our committed and talented staff.

I hope this gives you some idea of the nature of our organisation and our work. If you can help us shape our next chapter of success, we want to hear from you.



Ilse Howling, Chair



About Education Development Trust

Education Development Trust is an international not-for-profit organisation working to improve education outcomes around the world. We seek to improve education and transitions into work through expert research on what works. Our experts deliver highly contextualised programmes designed to transform education systems, schools and lives.

Our vision is a world in which all lives are transformed through excellent education. We strive to change education for good, grounding our work in research and evidence. We support leaders to raise standards, improve school performance, develop great teachers and open career pathways – transforming lives and futures in contexts as diverse as Brunei, Kenya, England, Rwanda and Dubai.

We combine global research and our longstanding expertise with regional knowledge to inform education policy and practice and deliver programmes around the world. Through our work and expertise – which spans from early years education right through to post-school careers – we seek to strengthen education systems, transform teaching and learning, ensure effective transitions into work, and contribute to sustainable global responses to key education challenges.

Our vision: A world where everyone's life is transformed through excellent education.

Our Purpose: We strive to change education for good around the world, supporting leaders to raise standards, improve school performance, develop great teachers, and open career pathways.

How We Work:

We draw on world-leading research and best practice. We use our international expertise to make meaningful local change. With extensive global networks of researchers and educationalists, we are ideally placed to combine international best practice with contextually relevant insights to improve educational outcomes.

We design evidence-based, innovative solutions. We develop evidence-informed solutions to bring about real change, raise educational standards, and support global efforts to address learning crises and reduce inequalities of opportunity.

We deliver effective solutions at scale. Our work is not limited to our ideas: we also deliver solutions in practice, thanks to our teams of passionate educationalists, skilled project managers and highly experienced support staff.

We measure what works to ensure a positive impact on learning outcomes. Impact matters to us, so we invest in research and development, deploying robust internal evaluation systems and metrics to measure success and ensure accountability.

We are committed to building capacity for sustainable change. We foster responsive and proactive relationships with our clients and partners, working hand-in-hand to ensure a lasting, successful legacy.

We work with global partners to further the impact of our work. We frequently work in partnership with like-minded organisations, including international organisations such as UNESCO, Save the Children and the World Bank.

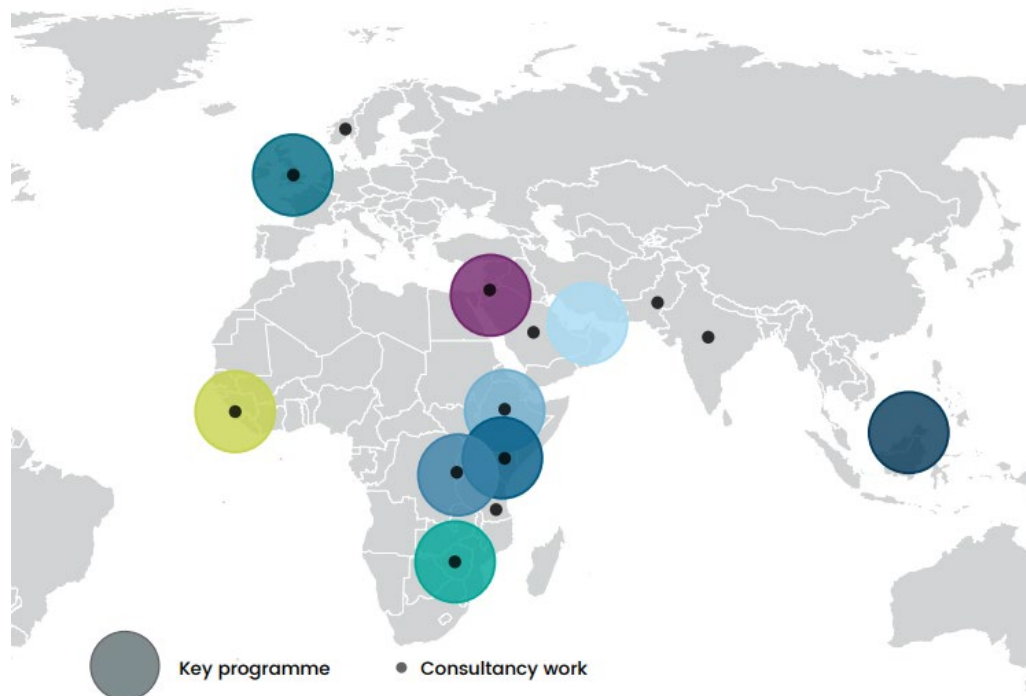




Where we work

We run key programmes and undertake consultancy work across the UK, Middle East, Asia and Sub-Saharan Africa.

- » UK » Kenya » Rwanda » Ethiopia » Lebanon
- » Jordan » Zimbabwe » Sierra Leone » Brunei



Our Values:

We believe in the power of education to help individuals fulfil their potential and benefit society. Our values embody how we go about making our contribution:

Excellence in learning outcomes, our people, our solutions and our delivery.

Integrity in the way we build trust in and bring purpose to our work.

Accountability through rigorous and transparent assessment of our performance.

Collaboration by working together across teams and in partnership with clients and customers to build capacity.

Inclusion both by encouraging diversity in our organisation and by serving those for whom education can have the most transformative impact.



Our Corporate Strategy

As a purpose-led organisation, we are guided by our values and strategic priorities, which we have articulated for the 2021–2024 period in our Corporate Strategy.

This strategy sets out our vision and purpose as an organisation, as well as our values and our key strategic priorities: our innovative propositions, technology excellence, an impact and learning culture, interventions for a new funding landscape, financial sustainability, staff health and wellbeing, inclusion and diversity, and new ways of working.

We are currently in the third year of our three year strategy and are working on our next strategy for the period 2024–2030, which we aim to publish in August 2024.

Our Strategic Priorities



Our Innovation Propositions:

During the 2021–2024 period, we will create public benefit through positive impact on participants in our programmes, other indirect beneficiaries and wider society, and by informing global evidence on 'what works'. To maximise change and prove the efficacy of our work, we will combine best practice methods across seven propositions, with excellence in impact measurement. Across all areas we will:

- promote the use of evidence derived from robust research as a key guide to action
- document the efficacy of our educational methods, from innovation to scale
- share our learning and insights through global networks of policymakers and practitioners
- develop cutting-edge expertise on practical steps to build back better after Covid-19
- ensure our commitment to gender equality and inclusivity in and through education is translated into purposeful action and is recognised as an organisational strength
- achieve 'step change' improvement in the way we use technology to enhance impact



Our Impact & Finances

Impact

As an organisation that uses the power of education to transform lives, we provide millions of beneficiaries in diverse countries with enhanced opportunities to learn and thrive.

We monitor the impact we make at all levels of the education system, from supporting policymakers, to delivering improved learning outcomes for students. We track a range of metrics to help us understand our reach and impact.

For more information please see our [Annual Impact Report 2022/23](#).

Our Finances

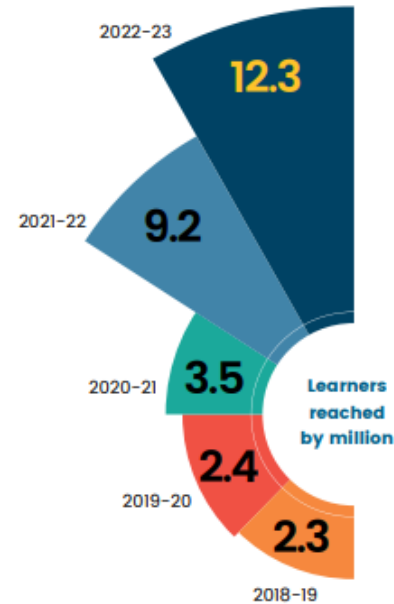
EDT is an international organisation with 1,271 staff worldwide, income of £91.2m, net assets of £32.2m and group free reserves of £21.4m (2022/23).

Our income is generated by winning education-related contracts from governments and public or private bodies. Our business model is built on the principle of full cost recovery: any activity must recover all its attributable cost. This enables us to be financially sustainable and generate sufficient funds to invest in our sustainability through research and development, innovation and business development, brand building, enabling infrastructure – and in particular our public research.

For more information please see here for our [Annual Report and Financial Statements 2022/23](#).

Lives we touched this year

In comparison to last year



School-age learners

12.3 m

up from 9.2 million
+ 35% increase

Adult learners and jobseekers

89,000

up from 77,000
+ 15% increase

Teachers and 10,200 other education practitioners

300,000

up from 133,000 teachers and 181,000 total
+ 126% increase in teachers, 71% increase overall

School leaders

48,000

up from 36,000
+ 14% increase

Schools, colleges and TVET providers

40,500

up from 25,800
+ 91% increase

Employers

1,300

up from 714
+ 88% increase



About the Audit & Finance Committee Chair Role

The role combines the purpose and responsibilities of a Trustee with the additional responsibilities of chairing EDT's Audit and Finance Committee. The post holder will demonstrate both sets of competencies and be able and willing to contribute widely as a trustee as well as specifically within the context of audit and finance.

Purpose:

To Chair the Audit and Finance Committee ("AFC") and ensure that it complies with its terms of reference including maintaining an overview of controls, compliance, accounting principles and risk management on behalf of the Board.



Duties:

- Ensuring that Education Development Trust has appropriate financial controls and policies in place.
- Reporting annually to the Board on the work of the AFC, to highlight any issues and trends that have been observed and to comment on the financial controls and operational management of Education Development Trust.
- Ensuring that the report and accounts are properly audited, and that accepted recommendations of the external auditors are implemented.
- Guiding and advising the Board of Trustees in the approval of the annual report and accounts.
- Ensuring that an appropriate risk management framework is in place and regularly reviewed.
- Ensuring the internal and external audit functions are operating efficiently and effectively.
- Ensuring that accepted recommendations of the internal audit reports are implemented.
- Meeting the external auditor and, where relevant, the internal auditor independently from the Director of Finance and Corporate Services, at least once a year.
- Reporting formally to the Board of Trustees on its proceedings after each meeting.
- Providing support to and holding to account the Finance and Corporate Services Director for the delivery of Education Development Trust's financial objectives.
- Harnessing all the skills, knowledge and energies of all Committee members.
- Developing and maintaining knowledge and expertise on the areas for which the Committee is responsible.
- Participating in relevant meetings including but not limited to meetings with Education Development Trust's investment managers, audit closure meetings and in strategic financial discussions.
- Dealing with matters of urgent business between meetings.



About the Audit & Finance Committee Chair Role

Competencies:

- Qualified accountant (preferably with Chartered Qualified Accountant status) with relevant senior experience.
- Proven leadership and governance skills ideally gained within both a commercial and a charitable context.
- Bring depth of experience, wisdom and judgement to the role, and the ability to balance between support and challenge, between strategy and scrutiny and between collaboration and independence.
- Excellent understanding and experience of promoting the principles of good governance and the role of an Audit Committee.
- Strong understanding of financial, compliance and legal issues with a strong risk management background.
- Confidence with or in the workings and complexities of an organisation with international operations. Bringing the mindset and values of a complex international organisation.
- Experienced in working through commercial transactions (acquisitions, divestments).
- Understanding of Education Development Trust's governance context and external regulatory and compliance frameworks as a not for profit business and a charity, including both charity law and company law.
- Ability to analyse and critically assess reports, audit outcomes and policy and examine their wider consequences, asking the right questions of management or the auditors.
- Outstanding inter personal and communication skills, with the ability to give direct and honest opinions, add value to decision-making and explain complex issues clearly.
- Good understanding of how technology can be used to improve organisational performance.
- Good understanding of organisational design.
- Sufficient time and commitment to fulfil the role.
- Experience of chairing committees or meetings.





The expectations of all Trustees

Trustees are responsible for directing the affairs of Education Development Trust including ensuring it is well run, solvent and achieves impact through the delivery of its charitable outcomes. Education Development Trust is a registered charity and a company limited by guarantee. All Trustees are registered at Companies House as directors of the company. In discharging the role laid out in this document they are required to discharge their fiduciary and statutory duties of charity trustees and company directors prescribed by law.

Each Trustee is expected to contribute to the success of the organisation by:

- Ensuring the Board fulfils its collective responsibility for determining the character, mission and strategy of the charity and ensuring the Chief Executive and senior team are focussed on achieving these; holding them to account by providing robust but positive challenge.
- Engaging actively with the activity of Education Development Trust (without being drawn into the day-to-day executive management).
- Ensuring the Trust's assets and resources are used appropriately and that systems are in place to meet the Trust's legal and regulatory obligations.
- Ensuring there is an appropriate governance structure in place, that Education Development Trust complies with its constitution and policies and that appropriate professional advice is taken if necessary.
- Acting as an ambassador for Education Development Trust and offering expertise and insight internally as well, supporting the organisation's ambitions and business growth.
- Participate in certain committees of the Board and, if or when required, also a subsidiary Board.
- Trustees are encouraged to visit particular projects and to attend briefing workshops and other training and development activities and may, at times, be asked to represent the Trust at other meetings and events.

As Education Development Trust is also a company limited by guarantee, all Trustees are registered at Companies House as directors of the company, and they perform the duties of a company director as well as those of a charity Trustee.

All Trustees will be expected to be able to demonstrate the following competencies:

- Commitment to the values and principles of Education Development Trust.
- Able to demonstrate a strong commitment to diversity and inclusivity.
- Strategic thinking; creating a vision for the future and sharing the values and ambitions of Education Development Trust.
- Experience or understanding of leading and managing at a senior level in the public or private sector.
- Ability to understand and accept the duties of being a Trustee and director and ability to work effectively as part of a team.
- Good interpersonal ambassadorial networking, influencing and advocacy skills.
- Analytical questioning and challenging skills, able to deal with large amounts of complex information.
- Ability to exercise sound, independent judgment, maintain confidentiality, act with integrity and manage personal conflicts appropriately.
- Engendering enthusiasm.
- Commitment to devote the necessary time and effort required to carry out the role.
- Strong commercial acumen.
- A dynamic, open, forward-looking outlook.
- Empathy with the aims of Education Development Trust and a high level of understanding and interest in the issues the organisation seeks to address/represent.



Terms of Appointment & How to apply

Remuneration: £16,000 per annum

Terms: This is a 4 year term with an option for a further 4 years.

Board members are required to have an enhanced DBS and become members of the DBS Update service.

2024 Board Dates:

Board of Trustees (2 face to face meetings per annum)	Audit and Finance Committee (1 face to face meeting per annum - tbc)
<ul style="list-style-type: none"> • Thurs 1 February (accounts sign-off) • Thurs 14 March • Weds 24-Thurs 25 April (Away Day-face to face / overnight) • Thurs 16 May • Thurs 18 July • Thurs 17 October (in person) • Wednesday 4 Dec (Christmas Dinner) • Tues 17 December 	<ul style="list-style-type: none"> • Thurs 25 January (accounts sign-off) • Tues 5 March • Tues 9 July (in person) • Tues 8 October • Thurs 12 December

Saxton Bampfylde Ltd is acting as an employment agency advisor to Education Development Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **UAAABA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Monday 11th March 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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