

Appointment of

# Chair of the Board of Trustees

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Saxton Bampfylde

Transforming lives through the power of communication and performance is Trinity College London's mission.

**Our objective is to advance education for the public benefit.**

We do this by promoting education, instruction and educational assessment in music, performing arts, English language and communication skills.



## ABOUT US

Established in 1872, Trinity College London is a leading international awarding organisation, publisher and independent education charity. We specialise in the assessment of communicative and performance skills covering music, drama, combined arts and English language.

With almost 1 million candidates a year in more than 60 countries worldwide, Trinity qualifications are specifically designed to help students progress. Our aim is to inspire teachers and learners through the creation of assessments that are enjoyable to prepare for, rewarding to teach and that develop the skills needed in real life.

Beyond our direct work in providing assessments in communicative and performance skills internationally, we also support a wide range of public benefit and charitable activities around the world.

### Why do teachers and students choose Trinity? Because...

- we understand the transformative power of communication and performance
- our qualifications help ensure candidates make progress by providing carefully levelled stepping stones that build confidence and enjoyment while continuing to extend and challenge
- we aim to design assessments that have a positive impact on student learning, engagement and achievement
- we encourage candidates to bring their own choices and interests into our exams – this motivates students and makes the assessment more relevant and enjoyable
- our flexible exams give candidates the opportunity to perform to their strengths and interests
- our qualifications are accessible to candidates of all ages and from all cultures
- our highly qualified and friendly examiners are trained to put candidates at their ease and provide maximum encouragement.





# WHAT WE DO

Trinity College London is an international awarding organisation and education charity, transforming lives through the power of communication and performance. While perhaps best known for our music qualifications, our work spans a much wider spectrum—encompassing performing arts, English language, digital innovation, and inclusive learning worldwide.

## Music

We offer the most comprehensive and diverse music qualifications of any awarding body. From classical and jazz to contemporary styles and global genres, our syllabuses are inclusive, flexible and designed to reflect today's musical landscape. Our assessments are available both face-to-face and digitally, with over 50% of our music learners now choosing to take their exams online.

The past year has been an innovative and exciting one for our music offer. We became the #1 global leader in market share for the award of contemporary music (rock and pop) qualifications (academic year Oct 2023–Sept 2024). Our pioneering NoteLab Music platform, powered by AI, supports personalised learning by enabling teachers and students to collaborate around a vast and diverse catalogue of pieces. We are also proud to lead in inclusive music education, with fully accessible qualifications for learners with special educational needs and disabilities, available at all levels.

## Performing Arts and Communication

Our drama and performance qualifications develop 21st-century skills in creativity, confidence and communication. In addition to traditional Acting and Musical Theatre, we offer innovative qualifications such as Acting for Screen—equipping learners for careers in the evolving digital performance landscape. Our Communication Skills assessments support real-world capabilities like public speaking, debate, job interviews, and presentations which have all proven to be increasingly popular in international markets. Digital and face-to-face assessment options give learners maximum flexibility, and our syllabuses are designed to suit a wide variety of teaching environments and cultural contexts.

## English Language

The academic rigour of Trinity's English language tests is known throughout the world. We have built an enviable reputation for supporting English Language learners at every point of their language journey, helping them to meet the demands of real-world interaction wherever they use their English skills. We do so by delivering Secure English Language Tests (SELTs) approved by UK Visas and Immigration (UKVI), and are about to launch ISE Digital—an adaptive, fully online four-skills English test built to reflect real-life communication.

Our AI-powered NoteLab English platform and Skill Up! app provide cutting-edge tools for educators and young learners, enabling interactive, personalised English learning across a range of contexts and abilities. Whether for study, work, migration or personal growth, Trinity supports English language learners at every stage of their development.

# Internationally recognised. Globally respected.

## **Trinity accreditations and recognition**

Trinity qualifications transform lives by opening up opportunities and pathways to university, professional careers and even life in a new country. Candidates choose Trinity qualifications as they are accepted and recognised by governmental and academic bodies, as well as employers around the world.

We are very proud of the global standard to which Trinity qualifications are held and recognised. Our examiners around the world are subject specialists who are regularly trained and moderated, and who work internationally to ensure the consistent application of assessment criteria and procedures.

Exam sessions are overseen by academic and operational staff who are specially trained in ensuring the quality assurance of assessment processes, specifications and syllabuses.

## **Recognition of our English language qualifications**

Trinity exams are recognised by governmental and industry bodies across the world as well as by a growing list of universities. We partner with organisations such as the Beijing Education Examinations Authority and the Ministry of Education and Merit in Italy who recognise Trinity as an accredited awarding body for English language qualifications.



# HOW WE DO IT

As a regulated awarding organisation and international charity, Trinity delivers trusted qualifications and assessments to learners in more than 60 countries. As a trading charity operating internationally, we combine a mission-driven purpose with commercial resilience, enabling us to deliver impact at scale.

## Sustainable, Diversified Revenue

In 2023-24, Trinity recorded a total income of **£51.9 million**, a 19% increase over the prior year's trading, reflecting strong international growth, digital expansion, and increased demand for English language testing.

We generate income through:

- Assessment and qualification fees across music, English language, performing arts and communication skills, and teacher development;
- Our contract with UK Visas and Immigration (UKVI) to supply Secure English Language Tests (SELTs);
- Sales of publications and teaching resources;
- Consultancy, training and digital tools for educators and examiners.

## Digital Transformation and Innovation

Trinity has made a concerted focus over the past three years on improving our product portfolio alongside an acceleration of our digital strategy aimed at providing greater choice and more user-friendly ways of learning and assessment. We have done so through:

- ISE Digital - a fully digital, adaptive four-skills English qualification which is in its early stages of global launch;
- MyTrinity - a new customer portal for booking and managing exams which is being rolled out globally;
- NoteLab Music and NoteLab English - free AI-powered platforms supporting personalised learning;
- On demand digital exams, enabling submission of music and drama performances from anywhere;
- Digital certificates - Blockchain-secured and globally verifiable.

## Reinvesting in Global Impact

As a charity, we reinvest our surpluses to further our mission of transforming lives through the power of communication and performance. This includes:

- Ongoing donations to Trinity Laban Conservatoire of Music and Dance, equalling £4,560,000 over the last five years;
- Our Access Fund supports those who experience barriers to accessing training and qualifications due to socio-economic factors, settlement status, race or faith inequalities, mental or long-term health issues, special needs, disabilities and more;
- Development of inclusive assessments for learners with special education needs and disabilities, such as our Sounds of Intent qualification;
- We support those who have been negatively affected by world events and natural disasters to rebuild their lives through improved educational prospects, including donations to the UK Committee for UNICEF to support the educational needs of children affected by the earthquakes in Turkey and Syria in 2023.

# THE ROLE

The Board is seeking to recruit a new Chair for the Board of Trustees (Council). This is an exciting opportunity for someone who recognises the life-enhancing and often life-changing impact of the products and services that Trinity provides, wants to be involved with a vibrant and outward-looking international educational community, and intends to continue the excellent progress of the last few years.

The incoming Chair will be joining at a pivotal time, supporting the acceleration of Trinity's ambitious transformation journey. 21st-century learners increasingly expect assessments and qualifications that can be taken online as well as in-person, from anywhere in the world, at any time. Over the past three years, Trinity has become a more innovative business than ever before in order to bridge this need. It has innovated across its product portfolio to provide greater choice for existing customers, reach new audiences, and be at the forefront of personalised learning, so that it can meet the demands of modern learning and teaching methods and embrace future growth opportunities.

The Chair will work closely with the [Council](#) and the Chief Executive, supporting and challenging the Executive Leadership Team as the company adapts to an evolving educational and technological landscape, modernising its operations to deliver sustainable long-term growth. The Chair will have the leadership experience needed to balance a number of critical success factors, of which integrity, academic excellence, digital innovation and operational efficiency are paramount.

It is expected that the incoming Chair will have significant experience operating at board level, and prior chairing experience would be preferable. This is a complex organisation with many different elements to its operations. It comprises a UK educational charity, a regulated and internationally renowned awarding organisation, and a commercially buoyant international business selling in c. 60 countries. The new Chair will need to be comfortable balancing the various responsibilities they will have, both with the executive and the non-executive.

Given the reputation of Trinity College London, this is a chance for the Chair to work with experienced and ambitious educational and technology leaders to continue to make a real difference to people's lives around the globe.

# KEY RESPONSIBILITIES AND DUTIES

## General Chair Responsibilities

### Providing leadership for the Council as it fulfils its governance duties and responsibilities towards the charity including:

- Working with the Council, the Chief Executive and senior members of staff to set the vision, values, mission, strategy and high-level policy in accordance with charity regulations and the governing document.
- With the Council, monitoring the charity's performance against agreed targets.
- With the Council, reviewing major risks and making provisions for the charity to respond appropriately.
- Managing the Council's relationship with the Chief Executive, recognising the difference between the Chief Executive's management role (and responsibility to the Council as a whole) and the Chair's non-executive role.
- In partnership with the Council, ensuring the performance of the Chief Executive is reviewed.
- Delegating the above duties appropriately.

## Specific duties

### Meetings

- Chairing meetings of Council and relevant committees of Council, particularly Nominations and Remuneration Committee, and any other working groups as agreed by Council. The Chair of Council shall not be a member of the Audit & Risk Committee.
- Facilitating discussion by encouraging all trustees to participate and ensuring a balance of relevant contributions.
- Drawing debate to a conclusion by summing up the views and any decisions.

### Council leadership

- Building the Council, ensuring that it is properly constituted with an appropriate range of skills and experience to meet the needs of the charity and that is also appropriately diverse.
- Acting as the point of contact for trustees between meetings when required.
- Playing a leading role in Council and individual trustee reviews and evaluation.
- Ensuring that Council decisions are implemented in a timely manner.

### Representing the charity

- Acting as a spokesperson for the charity if required in agreement with the Chief Executive.



# PERSON SPECIFICATION

Candidates will bring some or most of the following experience, skills and abilities:

## Knowledge and Experience:

- Previous experience of serving on non-executive boards, ideally within organisations that combine charitable and commercial objectives.
- A strong understanding of charity governance and compliance, including familiarity with UK regulatory frameworks and a clear grasp of the legal and financial duties, responsibilities, and liabilities associated with trusteeship.
- Experience of chairing or facilitating meetings and decision-making processes effectively.
- A track record of strategic leadership in contexts involving organisational change and transformation, particularly where legacy operating models have needed to evolve alongside digital innovation.
- Experience working across international contexts or engaging with globally diverse communities.
- Exposure to education or with awarding organisations would be advantageous but not essential.
- A demonstrable understanding of and commitment to educational equity, access, and social impact, aligned with Trinity's charitable aims.
- Freedom from direct conflicts of interests, with a commitment to transparency and full observance of declaration requirements for Council members.

## Skills, qualities and personal attributes:

- The ability to provide strategic direction and high-level oversight, while respecting the boundary between governance and operational management.
- Sound judgement, objectivity and the ability to analyse complex information effectively.
- Excellent communication skills, with the ability to engage constructively in discussions and articulate viewpoints clearly and persuasively.
- The personal integrity and emotional intelligence to engage with tact, diplomacy and discretion.
- A respectful and inclusive approach, with the ability to command the trust and confidence of fellow Council members.
- A clear commitment to fairness, confidentiality and the principles of good governance.
- Willingness to contribute fully and openly to Council debate, including expressing personal views where appropriate, while respecting the perspectives of others.
- Willingness to participate in debate, declaring any personal views and respecting the views of other trustees.
- Ability to work collaboratively as part of a team, while also providing leadership and guidance where required.

# TERMS OF APPOINTMENT

**Location:** London

**Time commitment:** 2-3 days per month.

**The successful candidate will be approved at the November Board meeting, on 19<sup>th</sup> November 2025. Should you be interested in applying, and have any issues with attending this meeting, please let us know.**

## **Due diligence**

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



# HOW TO APPLY

**Saxton Bampfylde Ltd is acting as an employment agency advisor to Trinity College London on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **EBVKA**

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 **Wednesday 27<sup>th</sup> August.**

\* 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 Special Category 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 Special Category 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.





# TRINITY

COLLEGE LONDON



Saxton Bampfylde