



UCAS TRUSTEE SCHOOLS

CANDIDATE PACK

UCAS



LETTER FROM THE CHAIR AND CHIEF EXECUTIVE

Thank you for your interest in becoming a Trustee on the UCAS Board. We are delighted that you are considering this influential role at what is both a challenging time for the UK higher education (HE) sector, but also one rich with opportunity.

UCAS is an independent charity which provides the nation's shared undergraduate admissions service. Our mission is to ensure that 'all who could benefit from higher education, do'. Every year, more than one million people register with UCAS.com to begin exploring their higher education options, with more than half a million of those accepting a place at university or college by the end of the cycle in autumn.

The need to ensure fairness and transparency in the admissions process is of importance across the breadth of the UK's four nations. The role we play in delivering this critical infrastructure, and UCAS' position as a nationally and internationally recognised brand, means regular interaction with policymakers, governments and the media.

UCAS is only able to deliver this critical service through its strong relationships with schools and colleges, and specifically the teachers and careers advisers who support students in making their applications. We are therefore seeking to appoint a Trustee from the education sector with experience of school or Trust leadership. You will work with a diverse Board, comprising of people with

leadership roles in higher and further education, including serving Vice-Chancellors and principals from higher education providers across the UK, as well as independent trustees who bring specialist experience such as digital, data and finance.

You will find UCAS to be a trusted and expert-led medium-sized charity, which combines a national and international reach with tangible impact on hundreds of thousands of students every year. The two intertwined and inseparable ambitions at the heart of our new strategy – UCAS' *Next Chapter* – see us focusing on supporting the sector to increase participation and student success, and on delivering increasing value to the sector in our role as the national admissions service. These ambitions guide everything we do.

In the following pages you will find information about our work, values, and structure, as well as our strategic plans for the future. You will also find specific details of our requirements and information about how to apply for this unique role.

Please do get in touch if you would like further information.



Edward Astle
Chair, UCAS
Board of Trustees



Dr Jo Saxton CBE
Chief Executive,
UCAS



ABOUT US

UCAS (the Universities and Colleges Admissions Service) is a mission-driven, independent charity that acts as the UK's shared undergraduate admissions service. Each year, UCAS supports over a million students to explore the life-changing opportunities higher education provides. At the heart of our work is a firm commitment to breaking down barriers to participation, ensuring that all who could benefit from higher education, do.

UCAS has proudly served the UK higher education sector since 1993, delivering admissions services to over 350 universities and colleges. Since that point, UCAS has supported nearly 15 million students to gain an undergraduate place at one of the UK's universities and colleges.

Every year UCAS manages almost three million applications from over 750,000 people. UCAS serves a diverse range of students from all backgrounds with wide ranging motivations – each year, almost half of UCAS applicants are UK 18-year-olds and 1 in 5 are from outside of the UK.

UCAS generates an annual income of around £57m and employs 550 members of staff. To support the charity in realising its ambitions, UCAS has a trading subsidiary – UCAS Media Limited – which gift-aids profits back to the charity. This allows us to deliver initiatives such as the removal of the application fee for students in receipt of Free School Meals, directly benefiting over 40,000 students in its first year.

The UK's higher education offering is world-class, and it is only right that all students, regardless of their background, can benefit from it.

UCAS' new strategy – [our Next Chapter](#) – is focused on using our reach, data and insights and new technology to support the sector in increasing participation, whilst delivering additional value to the UK's higher education providers. Enhancing UCAS' engagement with teachers, careers advisers, schools and colleges is a critical route to the delivery of this strategy.

The UCAS Board is therefore seeking to appoint a new trustee with significant experience in school leadership, and with particular expertise in supporting underrepresented and disadvantaged students. This is an exciting opportunity for an exceptional person to help ensure UCAS delivers for its beneficiaries and customers against its charitable objectives, and our vision that 'all who could benefit from higher education, do.'



OUR CULTURE

In recent years UCAS has invested in its workforce, increasing its capacity, capabilities and driving a culture of high performance to enable delivery of its ambitions.

UCAS encourages diversity in its Board, Committees, leadership team, and colleagues alike, and takes its commitment to high performance, personal development, and personal wellbeing very seriously.

In its recent staff survey, 82% of UCAS colleagues would recommend it as a great place to work. Furthermore, 86% say they are proud to work for UCAS and 88% say managers genuinely care about their teams' wellbeing.

Although UCAS promotes flexibility in its ways of working, it places great emphasis on the quality and robustness of its environmental, social, and corporate governance framework, as befits an organisation that delivers a nationwide service.

UCAS is shaped by its values which underpin the new strategy:

Beneficiary and Customer Centricity, Accountability, Trust and Expertise.



OUR GOVERNANCE

UCAS is governed by a Board of Trustees made up of a balance of senior leaders from higher education backgrounds, as well as independent trustees.

Our Board is supported by four committees and an advisory Council. The committees – Audit and Risk, Finance, Nominations, and People and Remuneration – are supported by co-opted committee members, who have been selected and appointed based on their specific skills, experience, and expertise.

UCAS Council's members are made up of our beneficiary classes and groups that represent their interests. The role of the UCAS Council is to provide advice and insight, especially in relation to undergraduate admissions, to the UCAS Board and provide feedback on the organisation's performance to inform our strategic direction.

UCAS Media Limited is governed by its own board which comprises of Trustees of the UCAS Board, Executive Directors and non-Executive Directors appointed based on their specific skills and expertise.

UCAS is led day to day by the Chief Executive and the rest of the Executive Team, supported by a wider Senior Leadership Group.



THE ROLE

The UCAS Board is seeking to appoint a trustee from within the schools sector. The Trustees provide strategic guidance and scrutiny and are accountable for ensuring that UCAS' strategy demonstrably meets its charitable objects and delivers public benefit to its beneficiaries. The Board of Trustees also has oversight of the commercial subsidiary UCAS Media, in line with charity law.

UCAS is looking for an outstanding individual, with strong state-funded schools group leadership experience, and an interest in HE progression, to make a significant contribution to the organisation and its beneficiaries. Those wishing to express an interest are encouraged to read the latest [annual report and accounts](#) and review some of our [publications](#) which shine a light on pertinent issues in education and skills.

TERM AND COMMITMENT

Trustees are appointed for a fixed term of up to four years, and this can be renewed for a further period of between one and four years as determined by the UCAS Board.

The appointment is without remuneration, but reasonable expenses will be reimbursed.

The Board is required to meet regularly to discharge its duties and currently meets with a mix of virtual and in-person meetings (primarily in Cheltenham or London) at least four times a year.

The successful candidate, if in possession of the requisite skills and experience, may also be asked to support one of UCAS' Committees to further the contribution they are able to make to UCAS.

The total commitment would equate to between 10-15 days per annum.



PERSON SPECIFICATION

The Board is looking for a Trustee who is a current senior schools or system leader within a family or group of state-funded schools. You will have an understanding of the non-executive role and the time to contribute your professional, specialist and generalist management skills to the UCAS Board. Most importantly, you will be driven to support UCAS' mission of seeing all who could benefit from higher education doing so.

Ideally, you will have views across primary as well as secondary education, if not in a region then from more than one city or town, and experience of UCAS' applicant journey.

KNOWLEDGE AND EXPERIENCE

- ▶ An experienced leader in the state-funded sector, with a strong track record of driving success and change, for example serving on the leadership team of a Multi-academy Trust.
- ▶ Experienced in supporting underrepresented and disadvantaged students to succeed in higher education.
- ▶ Evidence of increasing participation during your tenure.
- ▶ Deep understanding of the challenges and opportunities facing the schools sector and the higher education sector.
- ▶ Strong commitment to promoting EDI.
- ▶ Effective communication and interpersonal skills, and experience of influencing at the highest levels, fostering productive relationships across complex and wide-ranging stakeholder groups.
- ▶ Strong evidence of strategic planning and decision-making and understanding of risk and performance management.
- ▶ A breadth of vision, and a demonstrable understanding of the principles of good governance.
- ▶ Awareness of the modern regulatory environment.
- ▶ Acts ethically, with the highest levels of integrity, independence, and confidentiality. Champions equality of opportunity.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to UCAS on this appointment.

Candidates should apply for this role through their website at www.saxbam.com/appointments using code TAOOP

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 Thursday 15 January. Interviews will be held in London on Wednesday 25 March.

*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, Saxton Bampfylde is 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.

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.



EQUALITY AND INCLUSION

UCAS is committed to equality, and values diversity in its workforce, and on its Boards and committees.

UCAS welcomes and encourages applications from all candidates, in line with the Equality Act 2010. It would particularly welcome expressions of interest from minority and under-represented groups, as it strives for better equality and diversity on its Boards and committees. All information you send UCAS will be kept secure, in line with the Data Protection Act 2018.

GDPR PERSONAL DATA NOTICE

According to GDPR guidelines, UCAS is 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.