



EFA London, St. Margaret's House, 21 Old Ford Rd, E2 9PL
Charity number 1133268 Company number 6909738



Trustee Role Description

Voluntary position EFA London

About EFA London

EFA stands for English for Action. We provide community-based English Language classes and support to give people the language, knowledge and networks to change their lives and communities for the better.

Our courses cover more than English language: they offer training and advice relating to everyday difficulties faced by members of London's non-English speaking communities and their families.

EFA London started its activities in 2006 and registered as a charity and company limited by guarantee in 2009. We are a dynamic organisation with an annual turnover of approximately £100,000, four permanent members of staff, and several teachers who work on a contractual basis.

Trustee Role

Trustees of EFA London (board members) are jointly responsible for the overall governance and strategic direction of the organisation.

Board members are both charitable trustees and directors of a company limited by guarantee. There are currently six trustees, one of whom has special responsibilities as Treasurer.

Being a board member is a great responsibility but also a rewarding, varied and interesting role with potential for significant personal development.

Responsibilities

- To ensure that EFA London pursues its charitable objects and uses its resources exclusively in pursuance of its objects, which are:
 - 1- To develop the capacity of migrant communities in London in such a way that they are better able to identify and help meet their needs and participate more fully in society; and
 - 2- To advance the education of the public in the subject of ESOL (English for Speakers of Other Languages).
- To set and regularly monitor the vision, mission and strategic direction of the organisation including defining the intended impact of the work, setting targets and evaluating success.
- To ensure that EFA London complies with its governing document, charity law, company law, the requirements of the Charity Commission and Companies House and any other relevant legislation or regulations.
- To ensure the effective and efficient administration, management and support of EFA London and its staff.



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- To ensure the financial stability of EFA London, the protection of its property and the proper investment of EFA London's funds.
- To act with integrity, avoiding any personal conflicts of interest and acting in the best interests of the charity and of individuals in London for whom English is an additional language (our beneficiaries and future beneficiaries) at all times.
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation are properly valued and safeguarded.
- To use reasonable care and skill including personal skills and experience as needed to ensure that EFA London is well run and making a difference.
- To assess and manage the risks facing EFA London and to consider getting external professional advice on all matters where there may be material risk or where the trustees may be in breach of their duties.

Person Specification

In order to carry out your responsibilities as a trustee you should:

- Be committed to the purpose, objects and values of EFA London
- Have sound, independent judgement and good strategic vision
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship (further information on these is available on request and on the Charity Commission website)
- Be willing to devote the necessary time and effort to the role, in particular to attending and preparing for regular board meetings.
- Have a willingness to speak your mind but also be constructive about other trustees' and staff members' opinions in discussions.
- Maintain confidentiality on sensitive information and declare and manage (with the rest of the board) any conflicts of interest.
- Be able to analyse information (including financial information) and, when necessary, challenge constructively.
- Be able to act reasonably and responsibly, to make collective decisions and stand by them.

Desirable experience

Knowledge/experience of one or more of the following would be desirable:

- learning or teaching ESOL;
- campaigning or organising;
- community engagement;
- media and communications;
- fundraising;



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- finance;
- HR;
- Marketing;

We try to build a range of knowledge and experience on the board and the Trustees have identified these areas as a current skills gap.

Time commitment

The average time commitment for an EFA London Trustee is 4 hours per month.

EFA London's Board meets for 3 hours every 3 months. Meetings take place in the evening at EFA London's offices Bethnal Green, London. Trustees are expected to attend all board meetings.

Trustees are also expected to meet with other members of sub-committees to which they are committed between board meetings and to complete actions including drafting policies, supporting the Chief Executive and the work of the organisation.

Term of office

New trustees will be invited by current trustees to join the board following successful interview. He or she will then be given the opportunity to step down on an annual basis.

Remuneration

Trustees must not personally benefit from their role and this is a voluntary position. However, out of pocket expenses are payable to trustees and you'll hopefully gain a great deal of experience and satisfaction from the role and the work of EFA London.

How to apply

To discuss the position informally or ask any questions contact Joanna Purkis (Trustee = joanna.purkis@gmail.com) or Dermot Bryers (staff - Dermot@efalondon.org).

Please send us a letter or email telling us about your skills and experience and why you are interested in the position by **Sunday 18th May**.

Postal address:
Trustees
EFA London
St. Margaret's House
21 Old Ford Rd
London
E2 9PL

Email: info@efalondon.org

We will hold informal interviews the week commencing Monday 2nd June

www.efalondon.org