



ROLE DESCRIPTION AND PERSON SPECIFICATION FOR CO-OPTED MEMBER

The FE Corporation of the Education Training Collective appoints external co-opted members to relevant committees, in order to strengthen the breadth of experience and skills available. It recognises the very valuable contribution that co-opted members make to the success of the Corporation and college group and wants co-opted members to feel that the job they do is rewarding and satisfying. The following job description and person specification aim to give both current and prospective co-opted members a better understanding of the role and the type of person that may be suitable.

a) Duties of a co-opted member

The duties of the Corporation are specified in the Instrument and Articles of Government. Co-opted members do not have to make the full time commitment or take on the full range of responsibilities of governors but are expected to contribute their professional, specialist and general management skills to the Corporation's committees in a non-executive role.

The main duties of co-opted members are to:

- play an active role in the high-level strategic planning process of the college group by:
 - contributing to the monitoring of achievement against objectives;
 - contributing to the development of plans to address major weaknesses;
 - providing advice and expertise to assist the committee in its work;
- play an active role in the following, as required:
 - oversight of the management of financial, human and physical resources;
 - oversight of internal audit processes;
 - attend committee meetings, governor training, induction and other events as required;
 - get to know the college group through discussion with the Chief Executive, committee Chair, Group Director of Governance and staff, reading relevant papers, visiting the colleges and participating in events.
- conduct themselves so as to:
 - comply with the Instrument and Articles of Government, the Corporation's Standing Orders and Code of Conduct and any other related governance policies and procedures;
 - contribute to the business of the committee in an effective, efficient, open and transparent manner;
 - represent and act in the best interests of the college group at all times.

Co-opted members should be aware that no governors or co-opted members have the authority to speak or act on the college group's behalf unless specifically delegated to do so.

Co-opted members must be free at all times to speak and act in what they believe to be the best interests of the college group. They cannot be mandated by any group to express views that are not held by them personally. In other words, co-opted members can make a valuable contribution to the college group in terms of their skills and expertise, but cannot lobby on behalf of any group.

b) Co-opted member's person specification

In seeking to fill any vacancy, The Education Training Collective endeavours to maintain a balance of skills and experience amongst its membership. The following is a specification for co-opted members in general and certain co-opted member roles may require additional skills.

Key skills	Narrative
Commitment to education	Able to demonstrate a commitment to lifelong learning and the role of The Education Training Collective within the local community and region
Commitment to safeguarding young people and vulnerable adults	Able to demonstrate an understanding of the importance of safeguarding young people and vulnerable adults and a commitment to maintaining up-to-date safeguarding knowledge. Please note that successful applicants will be required to complete a Disclosure check (DBS).
Interpersonal and team work	Able to work positively with others and debate whilst maintaining a constructive atmosphere. Able to contribute collegiately to group discussion and decision-making and to respect the complementary skills and experiences of colleagues. Able to analyse facts, make reasoned judgements and constructively challenge.
Communication and ability to influence	Able to express ideas and plans in a clear manner and to listen actively to other views. Able to communicate effectively
Strategic perspective	Able to develop a broad-based view of issues and events and perceive their long-term impact
IT	Able to utilise technology to access governance documentation and remote meetings as required Willing to undertake training and development as required to ensure effective use of technology related to the role of governor
Intellectual and technical ability	Able to absorb sometimes complex information and rationalise appropriately. Able to think laterally and arrive at a pragmatic solution
Experience	<ul style="list-style-type: none"> • Experience of a senior management role in at least a medium-scale organisation and/or an appreciation of issues that affect the senior management role and / or • Expertise in a field, which is of relevance to the oversight of the affairs of the College (some vacancies may require specific qualifications or a particular skill or experience)
Qualifications	No specific qualifications but a commitment to lifelong learning and ongoing development is essential
Circumstances	Available to prepare fully for and attend scheduled meetings of the committee.
Equal opportunities	Committed to equal opportunities
Diversity	The Etc. positively welcomes applications from persons who can add to the diversity of the Corporation.

b) Time commitment

As a minimum, co-opted members are expected to prepare for and attend all meetings of the relevant committee and appropriate induction and ongoing training opportunities. The frequency and length of meetings varies between committees. Most meetings are held on Thursday evenings from 5.30 pm. Further details can be obtained from the Group Director of Governance.

Co-opted members will also be invited and encouraged to attend the annual Governors' Strategic Conference (residential, 24 hour seminar) and relevant college group events.

There is no remuneration attached to the role but all reasonable expenses can be reimbursed.

APPENDIX

Public concern about the financial probity of members of parliament and other holders of public office led to the setting up in 1994 of the Committee on Standards in Public Life chaired by Lord Nolan and later Lord Neill). The Committee drew up seven principles of public life as a yardstick against which public service may be measured:

- **Selflessness:** Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families 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, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.
- **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 this.
- **Honesty:** Holders of public office have a duty to declare any private interest relating to their public office 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