

UCAS BOARD OF TRUSTEES APPOINTMENT BRIEF TRUSTEE VACANCY: INDEPENDENT TRUSTEE WHO CAN BRING STUDENT PERSPECTIVES TO THE BOARD

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The UCAS Board is seeking to appoint an independent trustee who can bring student perspectives to the Board. We are looking for a student, or someone who has considerable experience of working with students and/or young people.

UCAS, a registered charity, is the world's largest central admissions service for higher education. We remain committed to our vision of being at the heart of connecting people to higher education, and our mission to inspire and facilitate progression in education through information and admissions services. We do this by providing information, advice, and admissions services. UCAS' core purpose is to provide an accessible and trusted undergraduate admissions service.

UCAS was incorporated in 1993, and is a company limited by guarantee. We are registered as a company in England, as a charity in England and Wales, and as a cross-border charity in Scotland, with charitable objects to advance, and assist in the advancement of, higher, further, and secondary education.

We provide students with access to information and advice to help them make the right choice about what and where to study, alongside admissions services for UK universities and colleges. Each year, we manage over two million undergraduate applications from UK, EU, and international students.

Although we are best known for providing a national undergraduate admissions service, we also aim to inspire and help people make good choices about their education, whether university, college, or an apprenticeship, and provide teacher training and postgraduate admissions services.

Our rich data assets and analytical expertise enable us to offer a unique perspective on progression and admission to higher education, and we make a significant and growing contribution to national debates about education, access, and social mobility.

UCAS employs c.450 people, and is entirely self-funding through income from applications, universities and colleges, and through revenues generated by our commercial subsidiary, UCAS Media Limited. Our annual income is around £50 million, and the organisation is based in Cheltenham, Gloucestershire.

We are at an exciting point in our evolution. Our refreshed corporate strategy establishes a clear focus on developing the undergraduate admissions service to better meet the needs of students, advisers, and higher education providers, in a rapidly changing and uncertain environment. The strategy also establishes our ambitions to offer students more personalised information and advice, and to provide accessible, timely data and insights, to facilitate progression and participation in education. To underpin the successful delivery of the strategy, the business is committed to increasing efficiency and ensuring that core services are self-funding, whilst growing the UCAS Media business.

UCAS BOARD OF TRUSTEES APPOINTMENT BRIEF

TRUSTEE VACANCY

The UCAS Board, Committees, and the UCAS Council

UCAS has a skills-based Board of 13 trustees. Our trustees provide strategic guidance and scrutiny, and are accountable for ensuring our strategy demonstrably meets our charitable objectives and delivers public benefit. The Chief Executive customarily attends the Board meetings, accompanied by other UCAS executives as appropriate. The Board is supported by the Audit, Finance, Remuneration, and Nominations Committees.

Trustees are selected and appointed based on their specific skills, experience, and expertise. The majority of trustees are from a higher education background, and the Board ensures that these individuals are drawn from a diverse range of providers, with a geographical spread that encompasses the whole of the UK. Board membership also includes individuals with extensive experience of secondary and further education, as well as specialist skills encompassing finance, technology, and regulation. We are looking to recruit an independent trustee who is a student or has considerable experience of working with students and/or young people.

UCAS also has an advisory Council, representing our customers and stakeholders. The role of the UCAS Council is to challenge and inform the work of the UCAS Board, give feedback to the Board on the organisation's performance, and inform our strategic direction.

Vacancy

We currently have a vacancy for a trustee who can strengthen the student perspective at the UCAS Board. The successful candidate will also be asked to serve as a member of at least one of UCAS' other committees and/or on the Board of UCAS' trading subsidiary, UCAS Media Limited.

Term and commitment

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

The UCAS Board meets five/six times a year, primarily in Cheltenham or London. Trustees are also expected to serve on one or more of the Board's Committees.

The appointment is without remuneration, but reasonable expenses will be reimbursed. Appointees should ensure they can offer sufficient time to perform the responsibilities required of a UCAS trustee. This will include preparation for, and attendance at, the Board and Committee meetings, and regular engagement with the trustees and Executive between meetings. There is an expectation that trustees make every effort to attend meetings.

Person specification

The Board is looking for a student, or someone who has considerable recent experience of working with students and/or young people. This could include working for an organisation that provides support services to students or young people, working for a student-led organisation such as a Students' Union, or working for a company or organisation that offers services to young people.

In addition, the Board is looking for a trustee with some, or all, of the following:

Knowledge and experience

- Experience of operating at Board level for a charity, or private or public sector organisation. This could be from within or outside the higher education or education sectors.
- Experience and understanding of the current challenges facing students and higher education, both in the UK and overseas.
- Effective communication and interpersonal skills, and experience of influencing senior stakeholders, fostering productive relationships across complex and wide-ranging stakeholder groups.
- Evidence of strategic planning and decision-making, commercial acumen, and understanding of risk and performance management.
- A breadth of vision and a demonstrable understanding of the principles of good governance, including understanding of the proper separation between governance and executive management.
- Awareness of the modern regulatory environment.

Additional requirements

- A record of championing equality of opportunity and diversity.
- A personal style that demonstrates authority, confidence, and commitment.
- Access to a network of contacts in the education sector, and ideally government, and business.
- Act ethically, with the highest levels of integrity, independence, and confidentiality.
- The experience and willingness to serve on one or more of the Audit, Finance, Nominations, and Remuneration Committees, and/or the Board of UCAS' trading subsidiary, UCAS Media Limited.

Appointment process

Interested individuals are invited to submit a CV and short covering note expressing their interest to Danya Young, Company Secretary, either by email at corporategovernance@ucas.ac.uk, or by post to UCAS, Rosehill, New Barn Lane, Cheltenham, GL52 3LZ, quoting reference **SR2018**, by **27 November 2018**.

Shortlisted candidates will be invited to discuss the role with the Chief Executive, Clare Marchant, and the Director of External Relations, Helen Thorne. The Nominations Committee, chaired by Professor Sir Steve Smith, will make a recommendation on the appointment to the UCAS Board.

Equality and inclusion

UCAS is committed to equality, and values diversity in its workforce and on its Boards. We have a target that our Board of Trustees will have a membership of at least 40% men, and at least 40% women. We welcome and encourage applications from all candidates in line with the Equality Act 2010, and in particular invite applications from women, members of ethnic minority groups, and/or candidates with disabilities, as these groups are currently underrepresented on our Board. All information you send us will be kept secure in line with the Data Protection Act 1998.