

# External Governor

## Recruitment and Information Pack



## **We have an exciting opportunity for you to make a difference by helping students in St Helens and Knowsley to excel and achieve the best outcomes.**

Providing quality education since 1896, St Helens College and Knowsley Community College, part of the College Group, is one of the largest further and higher education providers in the Northwest, supporting students of all ages, studying at all levels.

We provide courses and training to approximately 8,000 students across St Helens and Knowsley. We aspire to be **one of the very best technical and vocational colleges in the country.**

The College is entering an exciting new phase as we work to achieve our Strategic Plan 2022-2025. To support delivery of this strategy, the Governing Board is looking to appoint two external members of its Governing Board.

**The College is particularly keen to attract individuals with links to the Knowsley community.**

**We encourage people from all backgrounds and experiences to apply and welcome a diverse range of attributes. We are committed to inclusive governance and we see lived and business experience as key attributes for our governors.**

If your qualities, skills and knowledge fit with our vision and values, please take the time to read through this pack and consider making an application to join our team.

We encourage people from all backgrounds and experiences to apply and welcome a diverse range of attributes. We are committed to inclusive governance and we see lived and business experience as key attributes for our governors.

In this pack, you will find:

- Role description and person specification for a College Governor
- Application form
- Equality and diversity form

## How to Apply

Please provide the following:

- A completed application form
- A supporting statement explaining how you meet the requirements of the role
- An up to date CV, showing any paid, voluntary and other relevant experience
- Equality and diversity questionnaire

Please note that it is not mandatory for you to complete the equality and diversity questionnaire. The information requested is for monitoring purposes in line with our commitment to equality and diversity, and will not affect the outcome of your application.

## Submission

Please email your completed documents to **governance@sthelens.ac.uk**, or alternatively, by post to **Carys Bibby, Governance Director, St Helens College, Water Street, St Helens, Merseyside, WA10 1PP.**

If you would like to discuss any aspect of the recruitment process or the role, then please contact:

Carys Bibby  
Governance Director  
01744 623102  
cbibby@sthelens.ac.uk

# Role Description

## External Governor

### The Governing Board

The powers of the Board of Governors (The Corporation) are specified in the Further and Higher Education Act 1992, Sections 18 and 19. In summary the Corporation is empowered to:

- provide further and higher education
- supply goods or services in connection with the provision of education
- conduct an educational institution
- provide the necessary facilities to support its principal powers
- acquire and dispose of land and property, enter into employment and other contracts, borrow and invest money

### Governor Duties:

The duties of the Corporation are specified in the Instrument and Articles of Government. Collectively, individual Governors contribute their professional, specialist and general management skills to the Corporation (and through its committees and working parties) in a non-executive role. Governors are required to be as flexible as possible in the conduct of their responsibilities and duties, ensuring that the balance of oversight of the College and its business is seen as a positive contribution that does not interfere with the day-to-day management of the College. The primary duties of a Governor are to:

- determine and develop the educational character and mission of the College and the oversight of its activities.
- to publish arrangements for obtaining the views of staff and students on the determination and development of the educational character and mission of the College and the oversight of its activities.
- approve the quality strategy of the College.
- make effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding of the College's assets.
- approve annual estimates of income and expenditure.
- include the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Governance Director, including, where the Governance Director is, or is to be appointed as, a member of staff, the Governance Director's appointment, grading, suspension, dismissal, and determination of pay in the capacity of a member of staff; and

- set a framework for the pay and conditions of service of all other staff.
- comply with the Instrument and Articles of Government, the Financial Memorandum and the Joint Audit Code of Practice, the Corporation's Standing orders and Code of conduct and any other related Governance Policies and Procedures.
- serve on appropriate Corporation Committees, namely, Audit, Search and Governance, Finance, Resources and Commercial, Performance and Remuneration, Quality and Outcomes, Higher Education or any other Committee or Working Party as required by the Corporation.
- contribute to the business of the Corporation in an effective, efficient, open and transparent manner and to support the decisions of the Corporation and Committees on the basis of collective responsibility.
- assist in the formulation and monitoring of the College's strategic plan, financial forecasts and budgets and capital programmes, all of which will provide the essential framework for the internal management of the College.
- set measurable annual targets to support the delivery of the college's strategic plan and strategic mission and to scrutinise and monitor progress against targets.
- attend appropriate Governor development and induction events as required.
- act in the best interests of the College at all times.

## Time Commitment

The time commitment is based on approximately six board meetings and between two and six committee meetings per year plus preparation time. Additional time commitment over the year may include one to ones, governor training and development sessions and other College events.



# Person Specification

## External Governor

### Essential Criteria

|  |   |
|--|---|
| Interpersonal Skills and Teamwork          | Ability to work positively with others and debate/challenge whilst maintaining a constructive atmosphere.   |
| Communicating and Influencing              | Able to express ideas/plans in a clear manner and to listen actively to other views. To be able to communicate effectively.   |
| Planning and Organisation                  | Able to quickly establish an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future of the College. |
| Drive to Achieve and Determination         | Able to create the required energy/enthusiasm necessary to be effective and have the tenacity to overcome obstacles.  |
| Strategic Perspective                      | Able to develop a broad-based view of issues and events and perceive their long-term impact.  |
| Intellectual and Technical Ability         | Able to demonstrate a knowledge and understanding of facts and rationalise appropriately. Be able to think laterally and arrive at a pragmatic solution.  |
| Leadership                                 | Able to demonstrate behaviour and skills that motivate others to achieve and inspire confidence in others to achieve objectives.  |
| Experience                                 | Will possess the necessary experience required to fill the position. Some vacancies may require specific qualifications or skills.  |
| Circumstances                              | Available to attend meetings of the Board and Committees.   |
| Equality and Diversity Investors in People | Be committed to Equality and Diversity opportunities and to the Investors in People standard  |
| Safeguarding                               | Be committed to Safeguarding and our Prevent duty   |
| Health and Safety                          | Be committed to ensuring compliance with our legal and regulatory requirements.   |

# Application Form

## External Governor

### Application Details

|                       |                   |
|-----------------------|-------------------|
| <b>Vacancy Title:</b> | External Governor |
|-----------------------|-------------------|

### Personal Details

|              |  |
|--------------|--|
| <b>Name:</b> |  |
|--------------|--|

|                 |  |
|-----------------|--|
| <b>Address:</b> |  |
|-----------------|--|

|                          |  |
|--------------------------|--|
| <b>Telephone Number:</b> |  |
|--------------------------|--|

|                       |  |
|-----------------------|--|
| <b>Email Address:</b> |  |
|-----------------------|--|

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Do you hold a current driving licence?</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>Do you have the use of a car for business purposes?</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>Are you eligible to work in the UK?</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

### Application Details

**Rehabilitation of Offenders Act 1974 Exemption (1975). Please note that enhanced DBS disclosures and List 99 checks will be made on all successful applicants.**

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (As amended 2013) by SI 2013 1198?

**If you do not disclose information that is directly relevant to the role, the College would be entitled to withdraw a role offer or terminate your service agreement.**

**Having a criminal record will not necessarily prevent you from working at the College. We will consider the relevance and circumstances of any offences and, if necessary, discuss these with you before deciding whether they affect your suitability for the role. If you are unsure whether you should tell us about a caution or conviction you are advised to contact the Human Resources team for confidential advice.**

**If you are recommended for the role you will be required to complete a Disclosure & Barring Service application before you can start work at the College. This check will tell the College about all spent and unspent criminal records.**

| Professional Qualifications Relevant to the Role |                    |                |               |
|--|--------------------|----------------|---------------|
| Qualification Type                               | Qualification Name | Grade Achieved | Date Achieved |
|  |                    |                |               |
|  |                    |                |               |
|  |                    |                |               |
|  |                    |                |               |

| Declaration   |
|---|
| <p>I have not been disqualified or banned from working with children, young people or vulnerable adults, nor am I subject to any sanctions or conditions on my employment given by the Secretary of State or a Regulatory Body.</p> <p>I confirm that to the best of my knowledge all the information within this application form is complete and accurate and understand that any misrepresentation or omission would result in the withdrawal of my application from the recruitment process or termination of employment.</p> <p>I understand that the canvassing of members of staff and/or senior officers of St Helens College, or any person involved in the recruitment procedure, will disqualify me from an appointment.</p> |

|                   |  |
|-------------------|--|
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |





# Equality and Diversity Monitoring

As part of Equal Opportunities Policy, the College is seeking to increase the representation of disabled individuals, racial minorities and women, because these groups are currently under represented in particular sections and at particular levels. Accurate information, about disability amongst applicants and about the race and gender of all applicants it is an essential tool to achieve this. Candidates are therefore requested to complete this form. The information supplied will be used for monitoring purposes only and will not form part of the selection process.

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Date of Birth:</b>                                 |  |
| <b>Gender:</b>  | <input type="checkbox"/> Female<br><input type="checkbox"/> Male<br><input type="checkbox"/> Identifies in another way<br><input type="checkbox"/> Prefer not to say   |
| <b>Do you consider yourself to have a disability?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Prefer not to say  |
| <b>How would you describe your ethnic origin?</b>     | <input type="checkbox"/> White British<br><input type="checkbox"/> Irish, Gypsy or Irish Traveller<br><input type="checkbox"/> Roma<br><input type="checkbox"/> Any other White background<br><input type="checkbox"/> White and Black African<br><input type="checkbox"/> White and Asian<br><input type="checkbox"/> Any other mixed/multiple ethnic background<br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Any other Asian background<br><input type="checkbox"/> African<br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> Any other Black/African/Caribbean background<br><input type="checkbox"/> Arab<br><input type="checkbox"/> Any other ethnic group<br><input type="checkbox"/> Prefer not to say |