



YES when it matters most



Chief Executive

Recruitment Pack - September 2024



Welcome and thank you

A very warm welcome to you.

We are delighted you are thinking about joining our team, as you could be making a very significant difference to the lives of the 700+ people we help every year.

Please don't hesitate to get in touch if you find there is a detail you would like to know more but which is not covered here, or if you need extra support in applying.

We are committed to fostering an inclusive and diverse environment, encouraging applications from individuals of all backgrounds. We are dedicated to a welcoming and supportive application process and employment.

Application is by CV in the first instance. Contact details are at the [foot of this pack](#) and we very much look forward to hearing from you.



About the Teaching Staff Trust

TST provides an outstanding rapid, one-off system of financial support to people who work or have worked in early years, primary and secondary education (in any role) for at least 5 years.

We believe that our support of people in education is fundamental, not only to them and their families, but also to the children they work with.

We respond to financial hardship resulting from causes such as bereavement, ill health, relationship breakdown and domestic abuse, redundancy, disability and eviction.

We also support a small group of retired education professionals through a regular payments scheme.

The Teaching Staff Trust recently won the 2024 Association of Charitable Organisations Small Charity of the Year Award.

About this role

The current CEO of Teaching Staff Trust is looking to retire by no later than 31 March 2025 after 7 transformative years in post, and the Trust is seeking to appoint her successor: a CEO well qualified to take TST through its strategic plan to 2026 and hold TST in capable hands as the Trust goes forward from there.

Over this time, including through the pandemic, TST has met rising needs, whilst balancing the challenging financial picture. It has been able to continue giving at an appropriate scale and is thriving.

The new CEO will work with a highly supportive Board of Trustees, referral partners and TST's financial advisers, Sarasin and Partners, enabling sound financial investment decisions. Amongst many other recent activities, further partnership funding has been secured to help meet rising demand.

Whilst the current CEO's hours have been officially 21 hours a week, there is recognition that this role is more reflective of a full time position. However, applicants seeking a part time post are also welcome to apply.

In making its selection, the TST board will decide how best to meet the need for other additional resources identified dependent on the skills and experience of the new CEO to ensure they are supported and the Trust continues to deliver its mission effectively.

About this role

TST is using this current financial year 2024/2025 to make ready for new leadership and strengthen the organisation. Some new Trustees are being appointed over the coming year, reflecting the retirement of existing Board members and continuing the agile and dynamic make up of the Board.

TST concentrates solely on providing financial support to individuals and is highly regarded for its rapid response, efficient processing and timely decisions. It looks always to improve its delivery through staff training as well as digitalisation of its processes wherever possible.

Currently we process applications within a week of receipt of a fully completed application. We work closely with Lightning Reach and about 50% of our applications come from people who have never heard of the Teaching Staff Trust but have found their way via Lightning.

TST is the only charity in the education sector supporting people who are retired or who are former employees and the only charity supporting those in early years education. We are one of two charities who support currently employed staff. We have recently been promoted in the national press as well as social media which has increased awareness about us and increased the demand for our help.

To date TST has largely relied on the return from its investments to meet its expenditure. However, since 2022 this has proved to be insufficient owing to growing demand and so we have been cautiously drawing down from the growth of investments whilst actively seeking partnership funding.

During the financial year 2019/2020 payments to the people we help amounted to £367,138. In the last financial year it amounted to £566,469 and is on target to be £600,000 this year. A copy of the most recent report and accounts can be found on the Charity Commission website.

We have identified we make a compelling case to other Trusts and Foundations because we are clear on the specific areas of need the charity supports, such as domestic abuse and failing physical and/or mental health. Funders seeking to work in similar areas know that partnering with TST is a wise investment with a compounding effect. TST has been working with a fundraising consultant to test this, with already some success to date. We are also investigating further legacy fundraising, and partnerships with companies, particularly those who supply the teaching profession, going forward.

Who will be the new CEO?

We are open-minded and looking broadly in terms of experience.

TST is happy to consider a range of skills and experience in the new CEO who will be able to lead the Trust successfully through its new phase of operation and support for its next chapter, so if you are considering an application, we would love you to get in touch.

The Trust is confident of being able to make a strong appointment because:

- TST is a unique organisation with a trusted reputation in its field
- It is consciously positioned in the best way possible to hand over to its successor so that the Trust does not miss a beat when the new CEO arrives
- It strives to be a very well run organisation with a supportive and collaborative Board
- It has clear plans going forward and can demonstrate its responsiveness and agility over the past number of years
- It has a compelling story and impact
- It has an excellent relationship with its financial advisers, Sarasin & Partners
- There are clear systems and processes in place for the management of grant making and a trainee grant manager. It is planning ahead and is testing ways to partner with other funders to meet the financial shortfall to meet demand.
- It operates in a number of areas of hardship which have very strong relevance and resonance for many potential applicants and partners in 2024:
 - Support for the teaching profession
 - Supporting children in early years and education through its compounding effect (not measured)
 - Addressing some of the very varied problems resulting from COVID, such as pressure on the teaching and schools' staff and the cost of living crisis
 - Addressing the very wide ranging personal difficulties which have been experienced by education employees

More about how we support

The people we help have limited financial resilience, low income and therefore no savings or safety net when the unexpected strikes. Their income fails to meet their essential expenditure on a daily basis and the unexpected can tip them into despair.

TST supports hardship arising from unexpected need, and can help to meet expenses such as:

- Funeral and bereavement expenses
- Essential household bills and items
- Essential home repairs
- Essential home adaptations
- Essential housing cost to prevent homelessness
- Care at home costs
- Essential transport
- Essential costs to prevent further deterioration of health
- Essential costs to offset costs of terminal illness
- Debt relief when recommended by a specialist money adviser

Here are some of the people we have helped

A and his partner, both working in education, were threatened with eviction at the onset of ill health and subsequent loss of income.

TST provided £2500 in rent arrears and covered other essential household bills.

“Thank you so much, this is a huge relief.”

B was terminally ill after working as 20 years as a SEND teacher. Her husband also has a serious illness and they were both looking after their son.

TST Provided £2000 to provide essential white goods.

“That would be amazing – we are so, so grateful, really.”

C was a teacher widowed with 4 adopted children, all with special needs, still working post retirement age, facing a council tax bill she couldn't afford.

TST provided £2000 Council Tax payments and other essential bills.

“Thank you so very much to your organisation. This will really help my mental health.”

D had major spinal surgery, lives alone and was reduced to half pay as a teaching assistant facing a large utilities debt.

TST provided £2000 to help repay the utilities and £500 towards other essential bills.

“Thank you for your email regarding my grant application I am honestly so grateful.”

E has been a teacher for 28 years and is severely disabled with no mobility. She needed essential adaptations to enable her to use the bathroom.

TST collaborated with other charities and in all £8500 was provided to enable her to do this.

“That is an extremely generous maximum.”



Role Description

Key elements of the role

Organisational Governance, Organisational Performance, Strategy, Delivery and Impact

Overall responsibility for the day-to-day management of the Trust and its grant-making, ensuring that it implements its strategy and continues to deliver impact and develop its work appropriately and professionally. This will involve:

1. Developing and collaborating with the Trustees on the current and longer-term strategy for the Trust including but not limited to issues such as increasing demand, fundraising/income and partnership development, resource management, thematic focus of giving, infrastructure for delivery, geographic area of operation, national footprint, level of spend, and the impact made.
2. Leading on, reviewing and developing grant assessment delivery with the assistance of the Grants Assistant, ensuring application of eligibility criteria.
3. Ensuring that the administration of the Trust meets relevant sector standards and Charity Commission requirements.
4. Supporting the Board of Trustees in all matters relating to governance, including close and regular liaison with the Chair of Trustees and recruitment of new Trustees; attending Trustee meetings 4 x annually, the Investment and Finance committee meetings and Grants committee meetings; and overseeing professional and timely preparation of relevant paperwork and keeping abreast of any changes to legislation that may affect the running of the Trust.
5. Working closely with TST's partners, including our key referral partner, Lightning, investment advisers and managers, maintaining key relationships, ensuring both professional stewardship and fidelity to our investment strategy alongside Trustees on our Investment and Finance Committee.
6. Holding oversight for the development and maintenance of adequate internal systems, policies and processes.
7. Assessing and managing risk, with appropriate communication to the Board of Trustees, its volunteers and employees, on areas such as delivery, impact of rising demand, appropriate budgeting, the digital application system, website and communication and regulation ensuring evolving analysis of the external environment in which the Trust operates.
8. Ensuring that financial systems are robust and well monitored; budgets monitored and appropriate reporting delivered in a timely fashion. Compilation of records with the Trust's accountants to ensure that relevant information is available to satisfy monthly management accounts and our annual audit requirements. Managing TST's bank account and delivery of payments. Overseeing and developing our annual report on progress and achievements.
9. Leading on HR and identifying and filling gaps in resources as appropriate to ensure the smooth running of the Trust and its services. Line managing staff, currently comprising the full time Grants Assistant.

Role Description

Key elements of the role

Organisational Governance, Organisational Performance, Strategy, Delivery and Impact

10. Leading on and identifying on-going and new strategic partnerships for the Trust that support meaningful collaboration and support wider impact. In particular, seeking relationships with Trusts and Foundations wishing to leverage their reach using the tested TST model as a delivery mechanism for funding, at the same time enabling TST to meet the rising demand for services.
11. Networking across the giving sector and the occupational benevolent sector, knowledge of which is also key to refer applicants to different charities where they either do not fit our criteria or may be able to apply for further funding.
12. Networking and awareness of sector bodies and other key stakeholders including membership bodies like ACF and the teaching profession.
13. Maintaining an active and on-going analysis of the context and latest developments within the funding, voluntary and social change sector with particular reference to the context for employees in the teaching profession, remaining live at all times to the wider systems in which our work operates.
14. Actively holding and promoting learning across the team and our partners, disseminating the Trust's work as well as representing the Trust at sector events including speaking engagements. Where possible sharing time and leadership within the sector to influence and support wider progress as appropriate.
15. Travelling to attend meetings, visit partners and attend sector events, both within our area of operation as well as further afield as and when appropriate. Any other duties as reasonably required.

Person Specification

TST is looking for someone with vision and ambition to lead the Trust – willing to both consolidate the considerable progress made to date and deliver on an agreed strategy, whilst also maintaining a clear eye and developing a strategy for the future, identifying opportunities for further evolution where appropriate.

Professional Skills and Experience

- Experience at CEO level or equivalent exposure, having worked closely with stakeholders, Boards, Chair, partners
- Strategic planning experience to be able to take TST through its next phase of operation

Person Specification

Professional Skills and Experience - continued

- Degree of financial management experience and budgeting to manage, develop and monitor grant making operations and investments
- Able to articulate TST's story in a compelling way to a wide and varied audience
- Experience of working as a grant maker or with a high degree of comfort in the grant making landscape
- Ideally experience of fundraising and partner collaboration
- From a background of grant making and/or a fundraising organisation
- Experience of being a self starter working in a small team
- Experience of creating and inputting to systems and processes as the fundamental underpinning of the grant making activity

Personal Qualities

- Sensitivity and experience in dealing with confidential information
- A capable, pragmatic, responsive, creative and reliable individual
- Able to work in and be flexible to the changing outside environment whilst keeping a steady ship
- A relationship builder, able to build and maintain long term relationships
- A strong interest in education and the support of the teaching profession as the way to improve education for all
- A good communicator both orally and in writing
- Ability to bring together and work well with the team and beneficiaries
- Understanding of culture and its impact on partner relationships, wellbeing and impact
- Eligible to work in the UK

Terms and Conditions

Location	The team works remotely and meets in Farringdon, London, SE and UK wide as needed.
Hours	Both full time and part time can be considered. Full time hours are 37.5 hours.
Salary	Salary band is c. £65,000 to £75,000 FTE
Sick pay	12 weeks full pay, followed by up to 24 weeks 50% of pay, including statutory sick pay.
Pension	3% employer contribution (contribution pending review) and a 5% employee contribution.
Death in Service	Benefit pending review
Notice period	Three months
Probationary Period	Six months
Annual leave	25 days FTE, increasing to 28 FTE after 3 years, plus statutory holidays.

How to apply

The deadline for this position is rolling and we are reviewing applications as we receive them.

In the first instance please send your CV to **Charlotte Wilmot**, Director, Eardley Wilmot, who is supporting us on this appointment.

If you have additional needs and would like support for any part of the application process or role, please do not hesitate to contact Charlotte Wilmot.

Charlotte Wilmot

Director

Eardley Wilmot



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[Let's Connect](#)



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