ROLE DESCRIPTION

JOB TITLE	Governor (volunteer)
JOB FAMILY	N/A
LEAD AREA(S)	Governance
WEEKLY HOURS	N/A Estimated annual commitment where no additional roles = circa 130 hours
MAIN CAMPUS BASE	N/A Board and committee meetings primarily take place in Bedford
REPORTS TO	Chair of the Corporation
DIRECTLY MANAGES	N/A

JOB PURPOSE

- To act as an independent member of the governing body but working collectively to bring skills and external insights
- To act in the best interests of TBCG and learners
- To contribute to effective governance, not operational management

MAIN DUTIES

Strategic oversight and decision making

- Contribute to the setting and approving of strategic direction, mission and educational character
- Scrutinise and challenge proposals to ensure decisions are evidence-based, robust, align with strategy and support the sustainability of TBCG

Financial stewardship, risk and compliance

- Ensure proper oversight of public funds, value for money, financial health and solvency, risk management and internal controls
- Ensure TBCG operates legally, meets its obligations as an exempt charity and acts in line with its governing documents

Governance process and responsibility

- To work collectively and in line with agreed schemes of delegation
- To engage in induction, training and development
- To support the Board to continuously improve by contributing to effectiveness reviews
- To prepare for meetings and actively participate in them
- To respect confidentiality and decision-making processes
- To understand local context, skills needs and stakeholders, acting as ambassadors as required

Behaviours and attitudes

- Behave in accordance with and demonstrate the Nolan principles (selflessness, integrity, objectivity, openness, honesty, leadership)
- To listen, question and challenge constructively
- To contribute to a culture of trust, inclusion and honest debate
- To support effective relationships between Governors, Senior Leaders and Stakeholders

STATUTORY DUTIES
• SAFEGUARDING – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with TBCG policy and procedure such as low-level concerns, safeguarding and KCSIE • EQUALITY, DIVERSITY & INCLUSION – To be responsible for promoting EDI in line with TBCG policy and procedure • HEALTH & SAFETY – To be responsible for following health & safety requirements in line with TBCG policy and procedure • TRAINING & DEVELOPMENT – To participate proactively in training & development including any required qualification development

PERSON SPECIFICATION

Person Specification for Board Member

CATEGORY	ESSENTIAL CRITERIA
Skills	• Good verbal and written communication skills • Good interpersonal skills • Good decision-making skills and the understanding of your own authority levels and responsibility within this • Good IT skills to include Microsoft Office (Teams, Outlook etc.) and a board portal • Good analysing and interpreting skills
Attributes	• An understanding of, and commitment to, TBCG's core business, strategic aims and values • Confidence in expressing views and engaging in discussions within meetings and communications • Ability to provide a balanced/unbiased view on all issues requiring discussion, review, decision etc. and constructively challenge the views of others as appropriate • Ability and commitment to deal with information/data provided confidentially • Ability to build professional relationships • Ability to influence appropriately at all levels • Ability to act as an Ambassador for TBCG, whilst ensuring your position is not used to leverage influence in other forums that would create a conflict of interest • Ability to take responsibility and exhibit leadership • Be a person of integrity and high ethical standards • Possesses a thorough and methodical attention to detail • Demonstrate the ability to work in line with The Bedford College Group's values, policies and procedures
Additional Requirements	• Ability to travel to all campus locations for meetings, events etc. • A willingness to give free time to prepare for, and attend meetings, events etc. • A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.