

Universify Education Fundraising trustee - Information for applicants

Universify Education is seeking a fundraising trustee who is passionate about supporting young people to realise their potential regardless of background. The fundraising trustee will help the charity to sustainably scale our work to support more young people.

This pack outlines who we are, what we do, details of the trustee role, and information on how to apply.

About Universify

OUR VISION AND MISSION

Universify's vision is to support young people to realise their potential regardless of their background.

We do this by working with young people from non-selective state schools to gain the skills, knowledge, and belief to make an informed decision about their future, fulfil their potential, and to further social mobility by increasing access to future opportunities, including university.



WHAT WE DO

We run an intensive, year-long programme starting in the summer of Year 10 to support young people to achieve their full potential by raising personal and academic aspirations, improving attainment at GCSE, and creating a sense of connection and familiarity with Higher Education to help challenge the belief that 'university isn't for people like me'.

Our programme consists of three elements:

1. 6-day university summer residential
2. Monthly, remote coaching with a Universify volunteer
3. 3-day GCSE revision residential in Easter of Year 11

We partner with c.70 non-selective schools across England and the programme is free for students.

Universify participants complete our programme with the grades, aspirations, and belief to make and fulfil a more informed decision about university and their futures. Research shows our participants are more likely to successfully apply to

top universities and in the short-term benefits their attainment at GCSE, which is essential to accessing future opportunities.

“During the Universify programme, I remember sitting amongst my smart classmates with so much potential, feeling like an imposter. Programmes like Universify have been able to show me that I can aspire to more if I don’t limit myself with doubt.” **Georgia, Universify alumni and former volunteer, studying at the University of York**

OUR PLANS FOR THE FUTURE

Since our first programme in 2016 we have worked with nearly 900 young people.

To create systemic change and improve educational equality and social mobility we need to work with more young people.

Long-term, our aspiration is to expand our programme beyond the universities of Oxford and Cambridge. Core to expansion is diversifying our income to sustainably grow our programme so we can support as many young people to fulfil their potential as possible.



OUR TEAM

Universify is run by a head office team of six staff who all have first-hand experience delivering the Universify programme as volunteer coaches or running the programme. The team prepares the programme each year recruiting students, schools, volunteers and tutors and oversees the delivery of the year-long programme. Additionally, the head office team work to sustainably scale the programme through fundraising activities to fund Universify’s work and building partnerships with more host university and university college partners.

A team of c.50 volunteers deliver the residentials and coaching, with ongoing training and support in coaching and safeguarding from the Universify head office team.

OUR BOARD

A board of nine trustees oversee the development of Universify’s strategy. Our board includes representatives from our key stakeholders such as a former lead teacher at a partner school and an admissions tutor at Oxford University. The board is supported by a student council of alumni who have completed the Universify programme and are regularly consulted to help us shape our strategy. A representative from the council attends board meetings.

For more information about Universify and our achievements so far please see our [website](#) and [impact report](#).

The fundraising trustee role

We are recruiting a fundraising trustee to bring fundraising experience, strategic insight, and an understanding of the evolving fundraising landscape to ensure our fundraising efforts best support our vision for sustainable scale.

Trustees share ultimate responsibility for governing the charity and directing how it is managed and run. Trustees ensure that what we do best supports our beneficiaries.

KEY PRINCIPLES OF UNIVERSIFY TRUSTEESHIPS

- Short, renewable trusteeships that are reviewed regularly
- Trusteeships reviewed every 12 months; maximum 10 consecutive periods
- Clear, up-front duties and expectations of trustees
- Diversity across backgrounds highly desirable across board of trustees
- All trustees should have a strong commitment to addressing educational disadvantage and support Universify's mission
- Maximum of 12 trustees (limit to be reviewed annually)
- Trustees provide governance rather than operational support to the charity
- We commit to ensuring trustee meetings are planned well, run to time and to agenda

WHAT WE'RE LOOKING FOR FROM A FUNDRAISING TRUSTEE

- Significant experience (5-7+ years) fundraising within the charity sector or similar relevant experience
- Experience contributing to, developing, and implementing successful fundraising strategies that work across multiple income streams including trusts and foundations, corporate partners, and private donors.

WHAT WE'RE ALSO LOOKING FOR

Based on an audit of our current board's skills and experience we are looking for candidates to strengthen the board in one or more of the areas outlined below.

- Provide insight through lived experience of issues our beneficiaries face and/or who have experienced barriers to Higher Education because of their background
- Provide experience working in a large charity or sustainably scaling a charity
- Good knowledge and understanding of the experiences of young people today

- Connections to funding and educational networks in our key regions: the South West, North West, North East, Staffordshire, West Midlands, Kent and Greater London

REQUIREMENTS

- Commitment to our mission and vision
- Willingness to be an ambassador of the charity raising awareness of our work
- Contribute knowledge and expertise to developing and achieving our strategic objectives

TRUSTEES' DUTIES

- Act as stewards of Universify so that the charity can most fully deliver on its mission. Trustees will consider issues of strategic importance at quarterly meetings
- Quarterly meetings will cover operational progress, finance, strategic plans, management performance and beneficiary feedback.
- Attend at least 75% of the quarterly Trustees meetings that will be held in Oxford or London and accessible remotely (reasonable transport expenses will be reimbursed), having read any briefings which will be circulated 7 days prior to the meeting date.
- Trustees will have specific duties related to a specific area of expertise that are agreed when they are recruited to the board of trustees. Trustees must be clear what information they need from staff to carry out their governance role properly.

WHAT SUPPORT IS PROVIDED?

We want to make joining the board as smooth and welcoming as possible and are eager to work out the best support for individuals to join the board.

All trustees are invited to observe a board meeting and, depending on the time of year, the programme. As part of the induction process they will meet the Chair and CEO to learn more about the charity and its strategy and identify what support a new trustee may need to fulfil their role. This could include training to support a new trustee in fulfilling their role or a buddy from the board.

PRACTICAL DETAILS

- The role is voluntary, but we will cover reasonable travel expenses to and from meetings
- Time commitment – minimum of 3 days a year
 - Trustees need to be able to attend quarterly 2-hour board meetings. These are held in Oxford or London and can also be joined remotely
 - Trustees need to be able to read board papers in preparation for meetings

- 1-day annual strategy session
- Trustees may be required to attend ad hoc meetings for time sensitive decisions or provide written input on these decisions
- Prior to joining the board there will be an induction as outlined above
- Trustee indemnity insurance is in place

RECRUITMENT PROCESS

We will be running interviews on a rolling basis.

Interviews will be an opportunity to explore your motivations, experience and whether Universify is a good fit for you. Initial interviews will be with the Chair and CEO. There will be a second round involving a more informal follow up call with at least two other trustees to find out more about Universify, meet members of the board and ask any questions you may have.

HOW TO APPLY

Please send a CV and cover email with the subject 'Universify Trustee application' to info@universifyeducation.com. In the covering email please include what experience you would bring to the board and what your motivations are for applying.

Please note, Universify Education is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all board members are suitable to work with children.

Please note that all personal information submitted will be treated in accordance with our data protection policy.

QUESTIONS

As part of our vision of inclusivity, we want all potential candidates and volunteers to feel supported and listened to at Universify.

We are always happy to discuss any questions, adjustments to the application process or role that you may require. For more information, please email info@universifyeducation.com.