



## Recruitment Pack

### Trustee at Association for Science Education

#### About the ASE

The ASE is a professional body and global network of science educators.

We are advocates for excellence in science education; we support professional development; and, offer a welcoming and inclusive community of support for science educators both in the UK and abroad. We are a Registered Charity with a [Royal Charter](#), owned by our members and independent of government.

- **Fostering a community of professional support** - we bring together the science teaching community (teachers, technicians, researchers and teacher educators) from within the UK and internationally to promote collaboration, share best practice and facilitate access to expertise and knowhow. We do this through our regional teams, membership committees, conferences, activities and communications.
- **Professional Development opportunities** - The ASE offers a comprehensive learning journey for all those with an interest and career in science education. We offer continuous professional development through events, publications, projects, online webinars and workshops. In addition, we offer professional registration, and there are many and varied opportunities to grow skills through direct involvement with the ASE itself.
- **Advocacy and Projects** - ASE is the voice of the science education community – we work to raise the profile of science teaching and learning and champion the needs of those working across science education. We work closely with partners, policy makers and stakeholders to help shape science education policy and practice and to highlight the key challenges facing our community, drawing on research and evidence to inform our policy activities.

#### The opportunity

The ASE is currently looking for Trustees to join our Trustee Body. We are specifically looking for skills and experiences that are currently underrepresented on our Trustee body – for example trustees with expertise in IT, cyber security, web development, business development or the STEM industry.

We pride ourselves on being a friendly and welcoming organisation, with a strong sense of community. The Trustee Body has responsibility for ensuring that the ASE carries out its purposes for public educational benefit as a charity, that the finances are properly regulated and monitored, that the Association complies with its governing documents and the law and that there are appropriate policies in place. The group takes a long-term view of the health of the Association and oversees the strategic plan.

We are committed to equity, diversity and inclusion and warmly welcome trustee applications from people of all backgrounds, communities and lived experiences. We believe a diverse board strengthens our work and impact. We are particularly keen to recruit younger trustees to our Board, as this group is currently under-represented on our Board and we recognise the value, insights and expertise that this demographic can bring to our work.

#### Key Responsibilities:

- Ensure the charity is carrying out its purposes for the public benefit – Uphold the charity's mission and ensure its activities remain aligned with its charitable objectives.

- Comply with the charity's governing document and the law – Adhere to the constitution or articles of association, as well as relevant laws and regulations, including Charity Commission guidance.
- Act in the charity's best interests – Make decisions collectively and independently, avoiding conflicts of interest and always prioritising the charity's success and sustainability.
- Ensure the charity is accountable and financially sound – Oversee the effective use of resources, ensure accurate financial reporting, and maintain robust risk management and internal controls.

An individual with expertise in particular areas might also be able to provide insights and support on digital and technology matters, cyber security, or contribute to strategic development of business partnerships and income diversification.

**Time commitment:**

- Four formal Trustee body meetings per academic year (September, November, March and July). Generally meetings are held on line usually on a Wednesday and or Saturday.
- Attendance at the AGM, which takes place online in March each year.

**Specification:**

We are looking for individuals who are enthusiastic, curious, and committed to the goals of our Association. You don't need to have previous trustee experience – we welcome applications from people at all stages of their careers, particularly those who can bring fresh perspectives and energy.

**Essential:**

- A genuine interest in our mission and values
- Willingness to contribute time, ideas, and insight as part of a collaborative board
- An ability to think strategically and ask constructive questions
- Commitment to good governance and acting in the charity's best interests

**Desirable:**

- Professional or lived experience that can add value to our work (e.g. in IT, education, communications, business development, STEM industry or charity governance)
- Experience working in or with small organisations or membership bodies
- Understanding of the role and responsibilities of a charity trustee (a full induction and support will be provided)

**Expenses:**

Reasonable travel and accommodation expenses will be reimbursed to attend meetings.

**Application: Please send CV and short statement outlining your interest in the role to Lynn Ladbroke (CEO).**

**If you have any questions about the role, please contact: Lynn Ladbroke, Chief Executive ([lynnladbrook@ase.org.uk](mailto:lynnladbrook@ase.org.uk))**