



# Trustee Vacancies

## About SATRO

### **SATRO inspires young people about the possibilities of STEM**

SATRO is an education charity based in Surrey, working across South Central England.

Our mission is to inspire young people about the possibilities of STEM careers, and through access to inspirational people from a wide range of businesses help them develop employability skills, broaden horizons and give them the confidence to pursue their goals.

We believe that this is essential to help ensure young people are well equipped for the future world of work, and that STEM industries are key to the growth of our regional economy. We define STEM very broadly, to include the full range of scientific, technological, engineering, mathematical, design, construction and associated industries.

In 2024/25 we celebrate our 30<sup>th</sup> Anniversary of partnering with schools and employers to bring inspirational learning experiences to students of all abilities and backgrounds. In that time, we have built strong relationships with schools, colleges and businesses across the region.

We have three key areas of focus:

- **STEM Education:** delivering in-school workshops, multi-school challenges and events, and research projects which bring STEM learning and careers to life for students from Primary to Post-16.
- **Vocational Construction:** delivering BTEC Level 1 construction qualifications, practical construction workshops and SEN independent skills training from school age to young adults.
- **Employability & Skills:** delivering careers, enterprise & skills workshops and mentoring partnerships which challenge perceptions and prepare students for their next steps in education, training or employment.

All areas of our work directly involve employers in the development of real-world scenarios and careers understanding. We involve their staff as volunteers in ways which give students opportunities to engage directly, learn about a variety of careers and routes to employment, and develop essential skills.

We offer our services to all types of schools and students of all abilities - accepting every student for who they are. We provide a full service to the schools and businesses we work with including bringing them together, providing all materials & equipment required for our workshops and events, and recruitment of and support for volunteers. Our delivery is led by experienced tutors, and we measure impact and feedback for all interventions with input from students, teachers and volunteers.

As a charity we engage with charitable trusts, individual donors and corporate responsibility programmes. A key focus for us as a charity is to bring our work to those lacking access to opportunities in our three key programme areas.



## What are we looking for?

Our Trustees actively support the work of the charity and bring the benefits of their experience in a wide range of job roles and sectors including engineering, construction, science, management, fundraising, charities and educational training.

As we look to the future of SATRO and how we deliver our mission we are particularly seeking people with experience in the following areas:

- The Education System, and in particular:
  - Direct experience of working in a school and, ideally, of careers education
  - An understanding of the school curriculum
  - An understanding of school budgets
- Corporate Social Responsibility / Social Value Programmes, and in particular:
  - An understanding, gained through your professional role(s) of developing corporate partnerships to achieve social value or social responsibility programmes
  - Experience of working with not-for-profit organisations to deliver those programmes
- The Construction Industry, and in particular:
  - An understanding of the pathways into the construction industry and the ways in which the skills needed will change and develop

In all cases, you should also:

- Have the ability to manage risks with a considered, proportionate and balanced approach
- Be able to make quick and sound decisions based on an analysis of information presented to you
- Be committed to SATRO's mission and have sufficient time and willingness to contribute effectively to board proceedings
- A commitment to innovation with a focus on outcomes
- Be able to work effectively as a member of a team
- Be willing to speak up and can remain independent of any influence from another organisation or individual
- Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Be committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



## **The role of a trustee**

Being a trustee of SATRO will require you to:

- Work with fellow trustees to shape, drive and monitor SATRO's strategy
- Prepare for and participate fully in board meetings
- Act reasonably in decision making and leadership of the organisation
- Ensure the proper management and administration of the Charity
- Use your specific skills, knowledge and experience to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in your special expertise
- Promote the work of the Charity externally
- Support the chief executive and senior leadership team

## **The statutory duties of a trustee**

Trustees are responsible for the work that SATRO does and how it does it. Trustees have a number of statutory duties, which are:

- To ensure that the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Charity pursues its objects as defined in its governing document
- To ensure the Charity uses its resources exclusively in pursuance of its objects for the benefit of the public
- To contribute actively to the board of trustees' role by giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Charity
- To ensure the effective and efficient administration of the Charity including having appropriate policies and procedures in place
- To ensure the financial stability of the Charity
- To protect and manage the assets of the charity and to ensure the proper investment of the Charity's funds
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.



## What impact can you make?

Being a charity trustee is a rewarding and meaningful experience. Our current trustees, and our wider volunteer pool (over 250), have a range of reasons for their involvement in SATRO, including:

- A desire to inspire the next generation in STEM subjects whilst at Primary school
- Wanting to enable young people with an interest in STEM to learn more at Secondary school
- Using their expertise and knowledge to improve STEM education
- Being a role model to students by sharing their experience
- Engaging young people about careers in STEM industries
- Working with industry to improve their engagement with the education system

## Commitment

Trustees are appointed for three years, with the option of a second three-year term. The full Board meets quarterly at our offices in Guildford. There are also sub-committees for finance & operations, risk and staffing which meet throughout the year.

Trustees are asked to take a special interest in an area of our work, and outside of board and committee meetings staff may consult with you on particular subjects, especially within your own area of expertise.

We encourage Trustees to attend and volunteer at SATRO events, including our multi-school events such as STEMfest, ConstructionFest, and our Problem Solving Challenge where you will have opportunities to network and collaborate with volunteers from related industries and other supporters.

The role is unpaid, however reasonable expenses are paid in line with the Charity's expenses policy

Appointment as a Trustee is subject to a satisfactory enhanced DBS check.

## What next?

You can find more information about SATRO on our website: [www.satro.org.uk](http://www.satro.org.uk)

If you would like to join a group of passionate Trustees committed to improving opportunities and outcomes for young people by bringing your experience to the Board to help us deliver SATRO's mission, as well as develop your own skills then please send a CV and covering letter (of no more than 2 sides of A4 each) setting out:

- how you meet the requirements of the role,
- what you would bring to the Board, and
- what has inspired you to want to be a SATRO Trustee

together with the names and contact details of two referees, to: [andrew.whitbycollins@satro.org.uk](mailto:andrew.whitbycollins@satro.org.uk)

**Closing date: 5pm Thursday 19 September**

If you would like an informal discussion, please get in touch with Andrew via email at [andrew.whitbycollins@satro.org.uk](mailto:andrew.whitbycollins@satro.org.uk)