WE'RE RECRUITING...

The English Association is the learned society for English, and a registered charity incorporated by Royal Charter. The Association’s aim is to further the knowledge, understanding, and enjoyment of the English language and its literatures for all.

We want to strengthen and diversify our Board with the appointment of new Trustees. We're looking for people who can help the EA reach its four strategic objectives by 2023:

- Secure the future of the discipline by promoting the value of the study of English
- Take a proactive approach to shaping national and international debate
- Enable teachers to deliver engaging and exciting learning at all stages of education
- Ensure our resources and events are relevant to the needs of all members

We’re particularly keen to hear from people with experience of:

- Teaching English as a foreign/other language
- Teaching English in maintained schools at Key Stages 3 and 4
- Teaching English language/linguistics at Key Stage 5
- Charity law/compliance
- Fundraising
- Continuing Professional Development/training
- Supporting the A Level to university transition

If you share our belief in the power of English (reading, writing, learning, and teaching) to change lives, we would be delighted to hear from you.

We would like to achieve greater diversity within our boards and committees, and welcome applications from all members of the community, particularly from under-represented minorities.

Closing date: Midnight 31 July 2020

Registered charity number 1124890
Thank you for your interest in becoming a Trustee of the English Association.

Enclosed you will find our Trustee recruitment pack, which I hope will give you a feeling for our Association, the opportunities and challenges that lie ahead, and how you could help us to reach our goals.

In the pack, you will find details of what we think makes the Association special, particularly our work across the whole range of English studies. Our primary committee is working on high-quality teaching resources to reduce teacher workload. Our secondary committee and campaign group are working to promote our subject in the face of declining take-up. Our higher education committee is planning a major review of current university English curricula. And our highly respected Fellowship comprises many of the world’s leading figures in English studies and creative writing.

You will also find details of our vision, our staff, our members, our publications, and the role of a Trustee. Please enjoy finding out about us and if after that you think that being an English Association Trustee is something that interests you, get in touch.

ROB PENMAN
CHAIR
ENGLISH ASSOCIATION
ABOUT THE EA

The aim of the English Association is to further the knowledge, understanding, and enjoyment of English. Our vision is of a world in which the value of the study of English to education, career, and personal life is recognised by all.

We are a learned society, subject association, and registered charity incorporated by Royal Charter. We have been hosted by the University of Leicester since 1993.

- We work for positive change on behalf of our members by responding to national consultations.
- Led by our Education Committees, our research explores the state of our discipline, and allows us to work with government and policy-makers on behalf of our members and the discipline as a whole.
- We foster discussions of methods of teaching and learning English at all academic levels. Our renowned publications are read in schools, libraries, and universities all over the world, making sure that all our members can share research, best practice, and cutting-edge pedagogies.
- We deliver practical, affordable, and accessible support to teachers of English at Early Years, Primary, and Secondary levels through CPD events and a curated collection of online resources.
- We celebrate the role of English as an essential element in education and the community at large.

OUR VISION

LEARN | TEACH | INSPIRE

Working towards a world with a deeper knowledge, understanding, and enjoyment of the English language and its literatures

A world in which the value of the study of English to education, career, personal life, and the global community is recognised by all

OUR MISSION

- Secure the future of the discipline by promoting the value of the study of English
- Take a proactive approach to shaping national and international debate
- Enable teachers to deliver engaging and exciting learning at all stages of education
- Ensure our resources and events are relevant to the needs of all members

OUR VALUES

- We are committed to continuous learning and improvement for our staff and our members
- We believe the best work is done in the spirit of collaboration and communication
- We welcome diversity and richness of opinion and ideas
- We strive to embody equality in our organisational structures, policies and activities
English 4-11
Supporting literacy in the primary classroom
Accessible and lively, the magazine is packed with articles, covering Early Years Education to the end of Key Stage 2. Produced in collaboration with the UK Literacy Association.

The Use of English
The longest-standing of journals for English teachers in schools and colleges
The Use of English brings together vigorous, independent comment on theory, policy and practice, with a uniquely substantial and extensive section of reviews.

English
Published by the Association since 1936
English includes scholarly essays and reviews on all periods of literary history alongside new work by contemporary poets. Published by Oxford University Press.

Essays & Studies
Covering a wide range of subjects and authors, from the medieval to the modern
Since its first appearance in 1910, Essays & Studies has become a well-established annual volume of essays by various scholars, edited each year by a distinguished academic. Published by Boydell and Brewer.

The Year’s Work in English Studies
Published annually, The Year’s Work in English Studies is the qualitative narrative bibliographical review of scholarly work on English language and on literatures written in English. Published by Oxford University Press.

The Year’s Work in Critical and Cultural Theory
A companion volume to The Year’s Work in English Studies, it provides a narrative bibliography of work in the field of critical and cultural theory, recording significant debates and issues of interest in a broad field of research in the humanities and social sciences. Published by Oxford University Press.

English at the Interface
EA Monograph Series
Explores English Studies at the interface with other languages, cultures, professions and disciplines from the medieval period to the present day. Published by Liverpool University Press.

EA Newsletter
News, views, and commentary
All members receive three Newsletters a year, packed with articles written by EA members and distinguished members of the subject community.
THE EA COMMUNITY

Staff
The EA has a team of six members of staff, all of whom are based at the EA offices in Leicester.

The Chief Executive Officer is responsible to the Board, supporting the Board and enabling good governance. The CEO also leads the development of the EA’s strategy, acts as an ambassador for the EA, ensures that the EA is in good operational shape, and leads the other staff members.

The team has doubled in FTE in the past two years, allowing the EA to engage in bigger, bolder projects.

Membership
The EA has around 750 members from around the world, who receive access to:
- timely, relevant, and action-focused professional development events
- cutting-edge research through our publications
- a curated collection of high-quality resources for teachers at all levels of education
- a route to participation in national and international debates about the teaching and learning of English literature, language, and creative writing
- an engaged community that is rich in diversity and difference.

Fellowship
Members of EA Committees and current Fellows can nominate people who have made a significant contribution to the work of the EA and/or the discipline in general. Our Fellows include prominent writers, readers, and thinkers such as Bernardine Evaristo, Kazuo Ishiguro, David Crystal, and Susheila Nasta. Fellows are entitled to use the post-nominal designation FEA.
Governance

The Officers of the Association - the President, Chair, Deputy Chair, and Honorary Treasurer - help to lead the Association. They are also members of the Board of Trustees.

The Board of Trustees is made up of volunteers who share the ultimate responsibility for governing the EA. At the moment, our Trustees are drawn from a wide range of backgrounds such as publishing, academic research, teaching, accountancy, publicity, and libraries.

The various sub-committees of the Board focus on key elements of the governance of the EA.

- **Finance Committee**: The Finance Committee monitors the finances of the EA, and is responsible for risk management, investment, and the annual accounts.

- **Fellowship Committee**: The Fellowship Committee considers nominations for new Fellows, and oversees the EA’s Special Interest Groups.

- **Campaign Working Group**: A sub-group of Trustees formed to lead the EA's national campaign, 'Choose English'.

- **Publication Editorial Boards**: Each publication has its own Editorial Board, which leads the development and production of the publication.

- **Education Committees**: The Primary, Secondary, and Higher Education Committees lead the EA's work with each level of education. These Committees are made up of practising teachers, experienced retired teachers, and school librarians who represent the diversity of schools in England.
FIVE REASONS TO APPLY

The EA relies on the expertise of the Trustees to make its important work possible. Your skills, knowledge, and experience could help us do even more amazing things together.

Perhaps you're looking for a new challenge, or a new way to use your professional skills. Some of our Board members are retired, and find that being a Trustee is a way for them to use the skills and knowledge they developed throughout their careers.

Maybe you're early on in your career and keen to develop your professional networks and improve your career prospects. The experience you'll gain and the contacts you'll make as a Trustee of the EA could be really valuable for your personal and professional development.

The EA has entered an exciting new phase, with more staff on hand than ever before. At the same time, English is facing significant challenges in the recruitment of students to English A Levels, as well as the broader sociological challenge of the rise in popularism and the focus on science, technology, and engineering as the most valuable (and profitable) career choices. You can be part of helping the world to see the value of English to all of our lives at this exciting and challenging time.

If you don't have a background in English, that's great! We welcome applications from anyone with an interest in English, and in fact a perspective from a fresh pair of eyes could be exactly what the EA needs.

NICOLE’S STORY

When I became a EA Trustee I was already familiar with the work of the English Association, and admired the scope of the organisation. As Higher Education person I was all too aware of how day-to-day working makes it difficult if not impossible to keep up with English matters at the primary, secondary and FE levels, even though it’s so important to how we shape policy and work with our students. As it turns out, it is that coalition across the sectors that I currently enjoy most, though admittedly, working on the HE committee is also terrific, for similar reasons: we work together on English-related issues relevant to university communities by pooling the resources of our local experiences and expertise.

Dr Nicole King, PFHEA  |  Trustee  |  Lecturer in Literature & Culture of the Americas, Goldsmiths University of London
SUSIE'S STORY
I was asked to join the EA Board because of my experience as the Director of Literature at the British Council, and because I have a long career in international bookselling, publishing and literary events - an applied aspect of learning English. However I have definitely learned more than I have contributed about the excellent work of this subject association, the outstanding commitment of its staff and committee members, and their passion for this crucial subject which enables us all to express ourselves and define our worlds.

Susie Nicklin  |  Trustee  |  CEO of the MILD group

TRICIA'S STORY
I was asked to be a part of the EA Board as I reached a milestone in my career and moved into semi-retirement. My background is in librarianship, particularly in schools and public libraries, and also as the past CEO of the School Library Association. My contacts and experience from all those areas of children's and young people's literature and reading, as well as my many contacts across organisations who have an interest in the teaching of English coupled with my understanding of running a charity on a day to day basis all add to the skills base available to the EA. I have found the organisation, and particularly the staff and trustees, to be a dedicated group of people working extremely hard to keep and raise the profile of English as a vital subject for today's students.

Tricia Adams  |  Trustee  |  FRSA, Hon FClip

COLIN'S STORY
I am a somewhat unusual Trustee in that I neither work in education nor am I a member of the English Association (EA). However, I have served as a school governor for many years including a spell as Chair and currently serve as a Trustee/Director of a Multi Academy Trust.

My background is finance (Chartered Accountant) and I spent the final years of my career working for a membership organisation with charitable status (England and Wales and Scotland) with a similar legal structure as the EA although considerably bigger.

I was introduced to the English Association by someone I worked with and found it an interesting organisation with aims I agree with. It helps that I live within five miles of the EA head office in Leicester which means I can have physical meetings with their Chief Executive rather than communicate solely by email and phone. I prefer face to face contact but this isn't critical to my role. Importantly, for me, I feel I can make a difference and provide skills and experiences different from most of my fellow Trustees. I chair the Finance Committee and provide finance input at Trustee meetings. Importantly the Trustees are nice people to work with otherwise I wouldn’t do it!

Colin Gore  |  Honorary Treasurer  |  FCA, MBA, HonFIOSH
ABOUT THE ROLE

**Time commitment**
The Board of Trustees meets three times each year, usually in March, May, and November. The meetings last a couple of hours and usually take place in working hours in central London (though dialling in virtually is also an option if you live far away). In between meetings the Chair might ask the Board for their insight on particular topics by email.

**Personal liability**
The EA is incorporated by Royal Charter, which means that the EA has a “legal personality” and enters into legal relationships in its own name. The EA, therefore, is responsible for any debts or liabilities that may arise from its legal relationships. However, there are some exceptions; but these are rare and generally involve an element of fault on the part of the Trustee concerned. The Essential Trustee guide provides more information about these exceptions. The National Council for Voluntary Organisations has also produced a helpful table explaining the different types of personal liabilities for Trustees:

**Expenses**
There is no remuneration for this role. Reasonable expenses incurred in the discharging of your duties as a Trustee will be reimbursed.

**The statutory duties of a Trustee**
1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity’s governing document and the law
3. Act in your charity’s best interests
4. Manage your charity’s resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

**Induction and training**
Don't worry if you haven't volunteered as a Trustee before. Every new Trustee receives a full induction from the Chair and Chief Executive, and you will be buddied up with a longer-serving Trustee who will act as your mentor for the first year of your term.

**Timing**
The term of service is for three years in the first instance, though you can be re-elected for further terms. New Trustees are usually welcomed to the Board in May each year, though the COVID-19 outbreak means this will be pushed back to November 2020.
ABOUT YOU

Your experience and knowledge
You'll have expertise or experience in one or more of these particular areas:

- Teaching English as a foreign/other language
- Teaching English in maintained schools at Key Stages 3 and 4
- Teaching English language/linguistics at Key Stage 5
- Charity law/compliance
- Fundraising
- Continuing Professional Development/training
- Supporting the A Level to university transition

You might be a teacher, a teacher trainer, or an HR professional; perhaps you offer careers guidance to pupils or students, or you're keen to apply your knowledge of charity law. You might be undertaking research into English education policy, or you've worked with your local school or college. The most important thing is that you share our belief in English language and literature as central to our personal and professional lives.

Your qualities and characteristics
You will:

- Be enthusiastic about the Association’s mission
- Be willing to commit time and effort to regularly attend Board and other meetings, and to participate actively in such meetings
- Be able to bring independent judgment, impartiality, fairness, tact, and diplomacy to the role
- Be committed to the principles and practical implementation of equality, diversity, and inclusion
- Have an understanding of or willingness to learn about the discipline of English
- Have an understanding of or willingness to learn about the role and responsibilities of trustees, managers, staff, and volunteers, and to distinguish between these roles and to maintain appropriate boundaries
- Be able to work effectively as a member of a team

We're particularly keen to see applications from under-represented minorities.

EQUALITY, DIVERSITY AND INCLUSION

The English Association is committed to fostering a culture of diversity and inclusion. All members of the Association are assured the right of equitable, fair and respectful treatment. We adopt the principle of diversity and equality in our organisational structures and in all of our policies and activities. We also use our influence as an organisation to promote this principle in the subject community at large.
HOW TO APPLY

Applications should be made using the online application form. The form asks you to tell us a little bit about yourself; you'll need to answer a couple of questions.

You will also need to upload a letter of support from your employer if you're currently working; this is so that we know your employer will allow you the time to attend Board meetings. If you're not working at the moment, you'll need to upload a reference from someone who knows you well (but isn't related to you).

All applications will be reviewed by the Board.

Shortlisted candidates will be invited to have a conversation with the Chair and the Chief Executive Officer.

If you have any questions or would like to have an informal conversation about this opportunity, please contact the Chair, Rob Penman, on engassoc@le.ac.uk.

ELIGIBILITY

You must be at least 16 years old to be a Trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a Trustee of any other sort of charity.

You must be properly appointed following the procedures and any restrictions in the charity’s governing document.

You must not act as a Trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification include: being bankrupt or having an individual voluntary arrangement (IVA); having an unspent conviction for certain offences (including any that involve dishonesty or deception); being on the sex offenders’ register.

You will need to declare any existing or potential conflicts of interest when you apply.