



# Treasurer & Company Secretary

Recruitment Pack





## Welcome

We are delighted to be recruiting for a Treasurer & Company Secretary to support our organisation

ImpactEd is an award-winning social enterprise that helps schools and education organisations to evaluate their impact and use this to better support the life chances and outcomes of young people.

We are currently finalising recruitment of a number of new non-executive directors to join our Board, who will provide overall strategic challenge and direction for the organisation. Alongside these roles, we are looking to recruit a **part-time treasurer & company secretary** to provide flexible support to the board, leadership team and organisation in general, by helping to guide and monitor our financial strategy, tracking our financial health and supporting governance and compliance more generally.

As a part-time commitment of c. 1.5-2.5 days a month, the role would be an ideal opportunity to contribute on a flexible basis to the direction of a fast growing social impact organisation. We are exploring the option of transitioning to an employee-owned organisation and so experience within an employee-owned trust or managing the transition to one would also be of benefit.

The rest of this pack provides further detail on the opportunity and context on ImpactEd as an organisation. If you are motivated by our mission and believe you could contribute to helping us realise it, we would very much welcome your application.

We are committed to creating a diverse and inclusive organisation at all levels. As such, we want to hear from candidates with a range of backgrounds. We would be particularly interested in hearing from applicants in underrepresented groups, including black and minority ethnic candidates.

A handwritten signature in black ink, appearing to read 'Jonny Sobczyk Boddington'.

**Jonny Sobczyk Boddington**  
**Founder and Chair, ImpactEd**

A handwritten signature in black ink, appearing to read 'Owen Carter'.

**Owen Carter**  
**Co-Founder and Managing Director**

# Treasurer & Company Secretary

## Job description

Support our team to help ImpactEd achieve its mission of improving pupil outcomes and life chances by addressing the evaluation deficit

<b>Role Title</b>	Treasurer & Company Secretary
<b>Time Commitment &amp; Compensation</b>	£9,600 per annum plus reasonable expenses including travel. This is calculated on the basis of between 1.5 – 2.5 days' time commitment per month. Time commitment may vary based on the responsibilities taken on by the successful candidate and so will be discussed further at interview.
<b>Location</b>	Predominantly remote although some meetings will be held in central London. Applicants are encouraged regardless of geographical location.
<b>Term</b>	Three years in the first instance, with the possibility of further terms.

### The Organisation

[ImpactEd](#) is an award-winning social enterprise that exists to help evaluate, understand and improve impact in education. In our education system, we invest huge amounts of time, money and energy in different programmes and interventions to improve outcomes for pupils. Yet far too often, we don't know what is working – and what isn't. We exist to address this [evaluation deficit](#), helping schools and those working with them to better understand what is working to make a difference to the lives of young people. We do this through a combination of hands-on partnership, training and consultancy, and our digital platform which makes monitoring and evaluation quicker, easier and more effective.

Since being founded in 2017, we have grown rapidly. In 2018, we won the Teach First Innovation Award; in 2019, our work was profiled by the Department for Education; and in 2020, we launched a partnership with [Big Change](#) focused on system-wide impact. We now reach over 150,000 young people in over 500 schools through the ImpactEd platform, and partner with over 40 education organisations. We are a small, dedicated and growing team committed to maximising social impact: a mix of former teachers, academic researchers and software developers.

Having recently launched a new strategy which commits to achieving systemic impact through equipping our partners to understand their own impact and helping our employees direct our trajectory, the organisation is at an exciting stage of development for the right candidate to help support our governance and financial management.

### The Opportunity

Governance at ImpactEd is managed through both Executive Directors (EDs, including our Chair and MD) and Non-Executive Directors (NEDs), with our internal leadership team consisting of both EDs and our senior management team. The role of the Treasurer & Company Secretary is to support our organisation in effectively setting financial strategy, provide high quality financial management information to inform strategic decision making, and to assist our governance.

The successful candidate will play a vital role in supporting us to achieve our ambitions for the organisation over the next five years. The focus of the role will be strategic support rather than operational delivery: the successful candidate would work hands-on with our leadership team and Head of Operations to deliver key projects and monitor organisational health and performance, as well as attend and report into our Board alongside our NEDs. You would collaborate particularly closely with our Head of Operations and external bookkeeper who would lead on day-to-day financial management. We envisage that this role may be able to support statutory filings and tax compliance, though the precise nature of responsibilities may vary dependent on the skillset of the successful candidate.

Beyond support with financial strategy and delivery, the Treasurer & Company Secretary will play an important role in ensuring our legal and governance processes are fit for purpose. We are currently exploring the option of transitioning to an employee-owned organisation, and so experience or interest in the ramifications of this legal structure and employee-owned trusts would be of particular benefit. Beyond this, the role will have oversight of company secretarial functions including Board management, production of management information and compliance as necessary.

In return, we will compensate you for your contribution and provide a supportive environment for you to contribute to the strategic direction of a rapidly growing social enterprise. As an organisation we care deeply about creating a meaningful place to work and supporting people to grow personally and professionally, as reflected in our [organisational values](#). The role will be highly flexible, with an expectation of a time commitment approximately 1.5-2.5 days per month but recognising that this may vary at different points throughout the year.

## Role responsibilities

The role provides a mix of strategic input and hands-on support on key projects. While much of the role will support our Leadership Team and Head of Operations, we would also want the successful candidate to use their experience to guide our financial strategy and our budgeting, forecasting and reporting cycles. Indicative key responsibilities are:

<b>Financial strategy</b>	Supporting the design and delivery of our financial strategy and management, including developing financial models, supporting the annual budget preparation process and reporting against KPIs. The role would play the role of 'critical friend' to the organisation and work alongside our leadership team to deliver our financial strategy, as well as having oversight of our revenue and expenditure cycle and treasury and working capital management.
<b>Compliance and filings</b>	<p>Either delivering directly or working with bookkeepers and accountant to deliver:</p> <ul style="list-style-type: none"> <li>▶ Companies House and other statutory filings, including annual accounts</li> <li>▶ Tax compliance (VAT returns, Corp tax returns and R&amp;D tax credits claim). This may also include advice on investment and tax planning.</li> <li>▶ Fit for purpose systems for payroll, pensions and expenses</li> </ul>
<b>Governance and Company Secretary</b>	<p>Oversight of and support with:</p> <ul style="list-style-type: none"> <li>▶ Company secretarial duties including production and quality assurance of management information (particularly financial) for Board and Leadership Team meetings</li> <li>▶ As required, assistance with changes to legal and governance structure (for example, in the case of transition to an employee-owned model and associated share structures)</li> <li>▶ Board-level risk management and business continuity planning as relevant</li> </ul>

## About you

We are open to a range of backgrounds though it is likely that the successful candidate will be a qualified accountant with significant financial experience, ideally with an understanding of governance and company law. The role is flexible and can be conducted predominantly remotely. We are particularly interested in experience of:

- ▶ **Financial strategy and management**, including overseeing financial models and budgetary planning
- ▶ **Company structure**, for example in overseeing changes to legal structure or employee ownership models
- ▶ **Compliance and filings**, such as annual accounts, VAT and corporation tax returns
- ▶ **Company secretarial** functions, including production and quality assurance of management information (especially financial), risk management, and understanding of organisational legal and compliance duties

## Diversity and inclusion at ImpactEd

As a growing organisation we are committed to:

- ▶ Becoming increasingly representative of the sector and geographies that we operate in
- ▶ Providing a positive experience of work as part of an inclusive culture led by our [organisational values](#)
- ▶ Operating a transparent performance review and pay policy that minimises opportunities for bias
- ▶ Maintaining an annual EDI action plan - led by the internal team and supported by a Board sponsor

What to expect from the recruitment process:

- ▶ All applications are anonymised until the point of interview
- ▶ We implement a standardised interview template and competencies matrix and use external panelists
- ▶ We offer flexible interview arrangements – please outline any adjustments you may require in your cover letter

<b>To Apply</b>	Application is via a CV and one page cover letter outlining your interest in the role <a href="#">to be submitted here</a> . Please submit your CV and cover letter as a Word document to support our anonymised recruitment process. We also ask candidates to complete an anonymous and voluntary Equal Opportunities and Monitoring form which can be found <a href="#">here</a> . For any questions, or to arrange a conversation prior to application, email <a href="mailto:recruitment@impactd.org.uk">recruitment@impactd.org.uk</a> .
<b>Deadline</b>	<b>Sunday 16<sup>th</sup> January at 5pm</b> . Please note that we will review applications regularly as they come in, so early applications are strongly encouraged.
<b>Process</b>	Interviews will take place from the week commencing 24 <sup>th</sup> January and be conducted remotely. They will offer an opportunity to find out more about the role as well as understand your potential suitability.

# About ImpactEd

Our mission is to improve pupil outcomes and life chances by addressing the evaluation deficit in education.

When ImpactEd was established in 2017, we started with a relatively simple question: could we help schools and those working with them to more effectively evaluate the impact of what they do, so that they could prioritise what makes the biggest difference on life chances and outcomes for young people?

Since then, we have made significant inroads to addressing that problem. Through the combination of our digital platform and hands-on partnership, training and consultancy, we now reach over 150,000 young people across the United Kingdom and partner with over 500 schools, having grown to a team of nearly 20. Our work has also been widely recognised. In 2018, we won the Teach First Innovation Award; in 2019, our work was profiled by the Department for Education; and in 2020 we won the Fair Education Alliance's Scaling Award. But there is much more to do.

ImpactEd has recently launched a new strategy which articulates the vision for the organisation through to 2025/26. Its focus is simple: to achieve systemic impact by enabling our partners to make better decisions on behalf of children, and empowering our team to make effective decisions on behalf of the organisation.

We are a team of approximately 20 FTE and on course for c. £1.4m revenue this financial year. Our income is predominantly traded and comes from a mixture of subscription and consultancy projects; as a result, having an accurate view on where our resources are being used and how we can maximise them is crucial to our sustainable operation as a social enterprise and achieving the ambitions in our strategy. As Treasurer & Company Secretary we hope you would be able to support us in achieving just that.



## The Challenge

# £4 billion

ANNUAL INTERVENTION SPEND BY  
ENGLISH SCHOOLS (INC STAFF TIME)



# 70%

FROM 31 SCHOOLS  
INTERVIEWED, **JUST  
ONE** WAS CONFIDENT  
IN THEIR IMPACT  
EVALUATION

IMPACT EVIDENCE  
RATED 'POOR'  
OR 'AVERAGE' BY  
PAUL HAMLYN  
FOUNDATION



## Why do we exist?

'What works' in education is not an easy question to answer. In our school system we invest substantial time, money and energy in different initiatives and interventions to improve outcomes for pupils. These might range from trialling new teaching and learning approaches, to curriculum redesigns, to mentoring, academic or behaviour interventions.

Through a range of evaluations, we know that some of these changes will be incredibly effective. However, we also know that all too often such programmes can work against their intended aims. And it is often extremely challenging to reliably evaluate the effect that different initiatives have on pupil outcomes.

We established ImpactEd to help schools and those working with them better understand what is and isn't working in their context, giving them access to robust research methodologies to assess impact, and making evaluation quicker, easier and more effective.

## How we work



**Partnership:** Tailored support and training to help partners better identify what outcomes they are trying to improve and how to do so, map methods to evaluate impact, and learn from the process



**Platform:** Digital platform making monitoring and evaluation easier and more effective, providing access to reliable measures of impact on both academic and non-academic outcomes, and automating data analysis



**Impact:** Through this process helping partners to identify where and how they can make the biggest difference for young people, and prioritise accordingly to achieve the greatest impact



## Our strategy and values

### Our strategic vision

Having gone through an extensive consultation process to define our ambitions through to 2025/26, we are now finalising an updated strategy outlining how we will put impact at the heart of educational decision making. A full draft will be available to applicants prior to interview, and its core themes are outlined below.

#### Strategic vision: summary

**Over the next five years we will achieve systemic impact by enabling our partners to make better decisions on behalf of children, and empowering our team to make effective decisions on behalf of the organisation.**

ImpactEd exists to improve pupil outcomes and life chances by addressing the evaluation deficit. We do this by equipping teachers, leaders and educators to make the best possible decisions around how to support the young people in their care.

#### How we will work with our partners

We will advocate for the importance of addressing the evaluation deficit to drive our growth through partners who share our commitment to using impact evaluation for improving pupil outcomes. To have genuinely systemic impact we want to increase the number of schools we work with in England from 2.5% today to 10% by 2025/26, with 500,000 pupils benefiting from our work.

Yet for us, systemic impact is not just about scale. We want to equip our partners to manage their impact and learn from their evidence. We will be wary of providing 'one-size-fits-all' answers to context-dependent challenges. Instead, ImpactEd will work as a catalyst that amplifies the impact of others by helping our partners to achieve their intended outcomes through better evaluation.

#### How we will run our company

Over the next five years, we want to build an organisation that empowers colleagues at ImpactEd to make decisions about its future. Just as we equip teachers and practitioners to make decisions on behalf of the young people they work with, we will equip our staff to do the same on behalf of our organisation.

This will be reflected in both our formal processes and our wider culture. We will build ongoing feedback mechanisms to ensure our direction is guided by employee voice and that we develop a culture of ownership at all levels of the organisation.

### Our values

ImpactEd's work is guided by four core values which articulate the behaviours, processes and practices we want to embed as fundamental across our organisation. They aim to define features of our working culture that are genuinely distinctive and are as follows:

- ▶ We are interested in the mechanics of improvement
- ▶ We are nimble in response to need
- ▶ We have integrity about impact
- ▶ We all own the successes and failures of ImpactEd

It is important to us that those working in and with the organisation share these aspirations, as well as our permission to play values. You can find further details about our [organisational values here](#).

ImpactEd is transforming how schools approach their programmes, embedding an impact culture across the education system.”

DAME SUE JOHN, Executive Director,  
Challenge Partners



## Partners and supporters



Improving pupil outcomes  
by working with schools to  
address the evaluation deficit.

Get in touch  
[hello@impacted.org.uk](mailto:hello@impacted.org.uk)



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