

**nasen**  
Helping Everyone Achieve

# WE'RE HIRING

JOIN THE TEAM

**nasen**  
**Board**  
**Trustee**



# About nasen

nasen (National Association for Special Educational Needs) is a membership charity that supports all education practitioners. We provide Continuing Professional Development and Learning (CPDL), resources, advice, information and much more to enable all staff to meet the needs of all their learners.

We work with a wide range of educational settings and organisations, both nationally and internationally, to help them develop high quality inclusive practice. We know that this is the best way to support all learners, including those with Special Educational Needs and/or Disability (SEND).

We also host Whole School SEND (WSS) – a consortium of charities, schools and organisations committed to ensuring every young person with SEND can achieve their potential at school and beyond. Through WSS, we are currently delivering Universal SEND Services – an ambitious programme funded by the DfE. It's one of a number of funded programmes that will run at any given time.

## About the role

We are seeking new Trustees to join our Board.

Trustee positions at nasen are voluntary with reasonable expenses for travel to attend meetings.

You would be expected to attend four Board meetings a year and join one of our committees, also meeting four times per year.

Currently, three of the four Board meetings are held online with one held in person. All committee meetings are held online.

At nasen we want to increase the diversity of our Board to better reflect 21st century society. Our aim is to build a Board with diversity of experience and mindset.

We currently have talented Trustees with depth of knowledge in Education, SEND and Inclusion, along with others who bring knowledge of Finance, Risk and Audit.

We are seeking Trustees who have currency in matters related to digital, whether that is strategic or analytics; cyber security or the ethical use of AI, we would like to hear from you.

We would welcome Trustees bringing knowledge of marketing, especially in the public or non-profit sector; and a Trustee with UK legal experience.

Can you also bring experience of diversity? You may be from a global majority or have demonstrable experience of allyship.

## Our Values



### WE PULL TOGETHER

We collaborate with partners, external stakeholders and colleagues. As teams and individuals, we are accountable for our work, understand each team's role, and when to lean in.



### WE DO THE RIGHT THING

Despite pressures of time and money, we do the right thing, informed by our stakeholders and driven by our values.



### WE ARE INCLUSIVE

Inclusion is our purpose. We overtly discuss processes and behaviours which could be exclusionary and adapt them to become more inclusive.



### WE HAVE A LEARNING MINDSET

Our knowledge and understanding enables us to advocate, influence and make change happen. We champion continuing professional development at all levels of the organisation. We have the freedom and courage to test new approaches, and to learn from mistakes when they happen.



### WE ARE PASSIONATE AND PROACTIVE

Because our work is important, we take the initiative when we are clear about the need.



### WE ARE TRUSTED

We are trusted because we listen and respond to the needs of our stakeholders. Working in partnership, we create a whole which is greater than the sum of its parts. Internally, trust manifests itself in distributed leadership and empowerment.



### WE ARE PEOPLE-CENTRED

People are at the centre of our work. We put ourselves in the shoes of those we serve as we take every step on the journey to inclusion.

## Role purpose

The Board carries responsibility in partnership with the Executive Leadership Team for determining the strategic direction of nasen, ensuring the effective management of its activities, planning its future development and helping to create an environment in which the potential of all staff is maximised. It is made up of individuals drawn from outside the organisation with a range of experience, such as in education, finance and SEND.

As a Trustee you will provide appropriate oversight, scrutiny, challenge and leadership to the Executive Leadership Team in the pursuit of its mission and values. You will have a particular role in both supporting and holding the executive to account in respect of their performance in meeting agreed goals and strategic objectives.

## Duties and Responsibilities

The duties and responsibilities listed here apply to nasen's Trustees. They are provided as a guide to ensure the purpose of the role is clear, but it is noted that the list is not exhaustive.

The key duties and responsibilities for Trustees include

### Strategy

- To approve the mission and strategic vision of nasen, long-term business plans and key performance indicators.
- To establish clear objectives to deliver the agreed plans and strategy and regularly review performance against these objectives.
- To ensure the long-term sustainability of nasen.
- To work with fellow Trustees to develop and implement the vision, values, aims and strategic objectives of nasen, delivering a robust and sustainable business and financial plan.
- To play a proactive role in the decision-making process to ensure that full and complete consideration has been given to all options during the process.
- To review and evaluate present and future opportunities, threats and risks in the external environment.

### People

- To support, encourage and (where appropriate) 'buddy and mentor' senior members of the executive in areas of particular expertise and knowledge, acting as a 'critical friend'.
- To take responsibility, in conjunction with the Chair, for your own personal and professional development as a Trustee.
- To use leadership ability and professional knowledge to advise and support colleagues and key activities and initiatives, particularly in areas of personal strength and knowledge.

### Communications

- To act as an ambassador for nasen, promoting its activities in the wider community.
- To uphold the values of nasen as an appropriate role model.
- To promote equality and diversity for all staff and stakeholders.
- To develop a constructive working relationship with the Chair, other Trustees and the Executive Leadership Team.
- To participate fully in the work of the Board and its Committees, and where appropriate with the wider community.

### Governance

- To promote the success of nasen through ensuring the achievement of its charitable Objects.
- To promote the highest standards of corporate governance and the principles on the proper conduct of public business and accepted standards of behaviour in public life.
- To assess the quality and the integrity of financial and other information presented to the Board.
- To ensure that financial and quality controls and systems of risk management and governance are robust and implemented.
- To uphold the highest standards of integrity and probity of nasen.
- To be aware of and to comply with the duties of charity trustees as specified by the Charity Commission (e.g. The Essential Trustee, 2018).

## Person Specification

We are seeking individuals who have:

- Skills, knowledge, experience in either Digital, AI, Cyber security; Marketing; Commercial or Charity Law
- A commitment to inclusion, equality and diversity
- A commitment to learn and improve
- An interest in SEND and inclusion
- The necessary time and availability to undertake the role effectively
- Experience of effective governance arrangements (or a willingness to develop it)
- Ability to step outside of party politics, need to be able to support the charity in political neutrality
- The ability to recognise the importance of supporting collective decisions and of balancing challenge with assurance and support
- Excellent interpersonal skills - calm under pressure, able to challenge in a constructive manner, develop creative solutions, manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of nasen
- The ability to think strategically and to see the bigger picture whilst understanding practical constraints
- The ability to think creatively and apply strong analytical and problem-solving skills
- Commitment to working as part of a team
- Strong commitment to the values of accountability, openness, probity and equality of opportunity
- An affinity with the values of nasen and to demonstrate these
- Strong financial and business acumen and the intellectual rigour to understand complex issues and risk quickly (desirable)
- Highly credible with experience of executive or non-executive leadership within a relevant organisation (desirable)



### Time commitment

The expected time commitment is about a day a month, which includes: Board meetings and committee meetings which are quarterly.

Regularly touching base with the organisation between meetings via email and phone calls with the Executive Leadership Team.

## APPLY NOW

**We are hoping to welcome new Trustees to the Board from June 2026**

Send your CV and a short letter of application to [recruitment@nasen.org.uk](mailto:recruitment@nasen.org.uk)

Informal conversations can be arranged if you would like to know more or have any questions.