

The Oscar Romero Award Trust



Oscar Romero Award Trust

'Aspire to be more'

Application Pack

January 2023

'Putting faith into action'

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1. About the Oscar Romero Award Trust

Catholic schools are an integral part of the mission of the Catholic Church; to make known the message of God's love for humanity and the world as revealed to us in the life, words and example of Jesus Christ. Therefore, the message of Jesus Christ is at the heart of everything that happens in a Catholic school.

It is in this context that the Oscar Romero Award Trust seeks to work with education institutions through effective partnerships to transform the hearts and minds of the school community to promote Catholic Social Teaching as inspired by the example of St Oscar Romero. There are already over 210 schools across the country participating in the Award.

2. Summary of role and skills sought

We are seeking to appoint a Chair as well as a member of our Board of Trustees. The Chair plays a crucial role in setting and supporting the Oscar Romero Award Trust's strategy. We currently have four Trustees on the Board, but have a capacity of seven.

Chair - a senior practicing Catholic with broad experience of the Church in Britain to act as an influencer within the wider Church and Catholic schools; to promote the Award to Dioceses, the Bishops' Conferences and schools. The ideal candidate will be a confident communicator and strategic thinker used to operating at a senior level, with a good knowledge, experience and commitment to Catholic Social Teaching.

Trustee - as well as a commitment to Catholic Social Teaching, they will have the skills to help bring the Award into a sustainable financial future. The ideal candidate will have income generation experience within the Catholic community, particularly in grant applications. Someone experienced or skilled in a multi-channel approach would be welcomed.

3. Introduction from Chair – Matthew Quinn

Thank you very much for being interested in the work of the Oscar Romero Award Trust. This is an exciting time to join as us we work to fulfill an ambitious agenda set by our current strategy.

I have recently taken on the role of chair following the retirement of the previous incumbent, Paul Quinn OBE.

We are searching for new members to join our Board in various positions. An understanding of Catholic Social Teaching is highly desirable. All of our Trustees need to understand governance and fundraising. By becoming one of our Trustees you will bring the capacity necessary for future growth and development.

The idea of the Oscar Romero Award to recognise and promote our school's commitment to Catholic Social Teaching finds its genesis in an innovative project started at Oaklands Catholic School in 2014. The project demonstrated how a school community could have a positive impact on others who were not so fortunate. From this developed the idea of a national award. The Charity was eventually incorporated in 2015.

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Trustees meet two times per year. Our Trustees have a particular area of expertise which they bring to meetings. They are passionate about the impact schools and young people can have to bring about positive change, they enjoy being part of a small, busy and effective organisation. The successful candidate will be diligent, enjoy working with others and have excellent communication skills. Previous experience of being on a Board is desirable, but not essential.

We value equity, diversity and inclusion on our Board and within our staff team and welcome applications from everyone.

4. Message from Coordinator – Mugeni Sumba

My role is to ensure that all aspects of the Trust run and operate smoothly. As well as setting our strategic vision, I work closely with the Board to ensure that we are compliant with all that is expected of a charitable incorporated organisation. I am responsible for the day to day running of the organisation and therefore lead and manage the work of our validators (those who assess school applications) and our administration and management team.

I have been involved with the Award since its inception and have had the privilege of witnessing many schools use this as a tool to enhance their Catholic identity. Our uniqueness lies in the fact that we are the only body offering an award that rewards the whole school community's effort of putting their faith into action.

As a Trust, we strongly believe that Catholic Social Teaching is one of the best vehicles to bring about change in our society, and therefore practice our faith. This is something the Catholic Education Service has also highlighted by making Catholic Social Teaching one of the key components of the new Inspection Framework for Catholic schools. Our Award is mentioned in this new framework, thus giving it instant recognition in schools across the whole country.

As the Award grows nationwide, we need to expand our Board of Trustees to enable us to develop into the next phase and meet the challenges that come with expansion. We have grown and germinated as an organisation, and now we need to deepen our roots and secure our financial status, so that we can continue to be of service to the Church in Britain.

5. Why work with the Oscar Romero Award Trust

The Oscar Romero Award Trust is unique in Catholic circles as we are an organisation that offers schools a tool to support their recognition and celebrate how they live their distinctive Catholic identity at the strategic, curriculum and practical level. We are a team of keen and passionate individuals who founded this charity and are dedicated to promoting the understanding of and commitment to Catholic Social Teaching in Catholic schools. Our Award is making a big impact in Catholic schools around the country and we need the very best talent to keep our mission and vision alive.

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Our focus is to enable Catholic schools to be centres of evangelisation where young people and staff become true agents of the change they want to see in the world by putting their faith into action. Our inspiration is the life and work of St Oscar Romero, a person who was ‘a voice for the voiceless’ and called on all people to ‘aspire not to have more but to be more.’ We aim to see Catholic schools become places where every pupil and member of staff becomes a voice for the voiceless. Our vision is that this Award will inspire and encourage Catholic schools to become synonymous with communities that promote social justice.

Working with the Oscar Romero Award Trust will enable you to make a significant contribution to Catholic education in Britain. With over 210 schools in the Catholic dioceses across England, Wales and Scotland participating in the Award, we are now focused on consolidating our foothold nationally and securing our financial stability.

6. Impact of the Oscar Romero Award in schools

The following are the extracts from schools’ reflections on the impact and influence the Oscar Romero Award has had on their communities.

a. St John’s Cathedral Catholic Primary School (Catholic Diocese of Portsmouth)

The impact of the Oscar Romero Award on our school has been huge. The staff and children have really embraced the example of Oscar Romero as a role model and example of how we need to challenge injustice. It has also given us the opportunity to really review all aspects of our school – our governors have explored our policies and decision making processes to ensure that they reflect our determination to be fair and just ourselves; our senior leaders and teachers have reviewed our curriculum to look at how we can ensure that we are not only teaching about where in the world there is injustice, oppression and inequality but also giving children the tools and self-belief that they can and must make a difference –and our children and their families are being inspired to notice what is wrong and actually address it. It has really given the whole school community a clear purpose – in everything we do we are determined to notice injustice and address it – as a child put it, “it’s not good enough anymore to see something sad and feel sad about it – that changes nothing...what Oscar Romero taught us is that we have to speak up and we have to take care of those who everybody else ignores.”

b. The Holy Cross School – New Malden (Archdiocese of Southwark)

Embarking on the Oscar Romero Award has been very fruitful for Holy Cross. It has been a joy to be able to look at our school community through the lens of Catholic Social Teaching and then to “zoom in” to different areas of our curriculum, pastoral and practical work and our strategic “mission”. All staff attended a reflective training session which tied in all areas of CST, linking them with Gospel Values. This gave us all valuable reminders of why we chose to work in a Catholic School and everything that we stand for, uphold and promote. All reflected in the session on how we are living out CST in our different roles/departments in school... This breadth of reflective sharing in our school community (including governors) directly fed into our choices of evidence and summaries for this level. This has been such an opportunity for identifying and celebrating all that we do already and further embedding CST into our daily language and practice. As we move forward we want to make sure that student leadership throughout the school is more clearly present and outward looking. We have made great strides looking at DEI but know there is much work to be done as we move forward as a community.

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c. St Ursula's Catholic Primary School (Catholic Diocese of Brentwood)

As a school, this Award has really allowed us to take stock and acknowledge all that we already do, whilst also considering how we can rebuild our curriculum and school focuses following the pandemic. Going forward we are looking forward to planning how we can enhance the impact of Catholic Social Teaching on both a local and a global level, through nurturing our school environment, reigniting our relationships with the local care home and working more closely with our local CAFOD volunteers to really enhance our fundraising. ...the process has still allowed us to consider how we wish to embody Catholic Social Teaching throughout all that we do going forward such as reflecting on the Common Good ensuring that all of the world reaps the benefits of God's creation through becoming eco-friendlier and more sustainable, reinstating our gardening club and working with parents to have an impact on our local area. Following the completion of the participator level of this award we have begun to review our school's policies and approaches in order to work towards continuing our development over a three-year plan; encompassing the entire school community from our leadership team to our pupil voice groups and we look forward to progressing and working towards the Developer Level in the near future.

d. St Andrew's Secondary School (Archdiocese of Glasgow)

St Andrew's Secondary School is a beacon of hope to 1800 young people and their families. Our mission, since founding over fifty years ago by the Marist Brothers, is to educate those who are economically poor in order that they make a life for themselves and their families. By looking beyond exam league tables, we are able to provide an enriching curriculum for our young people - by offering them a diverse programme of experiences, we are able to nurture their faith and put it into action. As well as assisting those who may be economically poor, we are very conscious of having Christ at the centre of everything we do. By showing a 'preferential option for the poor' we will have an effect on those who are spiritually poor - they may also be re-ignited with our Gospel values to transform our young people and the community that we serve.

e. St Patrick's Catholic Primary School (Catholic Diocese of Middlesbrough)

We are proud that St Patrick's provides many opportunities for both our children and staff to develop knowledge and understanding of the principles of CST. We are committed to live our faith in our community as a force for good. Our work in CST is involved in every aspect of our lives from our prayer life, to how we live as responsible global citizens. We know that we are called to serve one another and our aim is to continue to build His kingdom of joy, justice and peace. We are kingdom builders. We help to achieve social justice in our local and global community through prayer, charity work and campaigning. To help develop our children's awareness of different issues of injustice around the world we are aiming to work with a wider range of different charities. We would like our children to become more 'active' in their charity work. We are also aiming to develop our curriculum with CST. We will be continuing to expose our children to different areas of social injustice through our R.E and wider curriculum. We will focus on children being able to clearly articulate and link their learning to their beliefs in line with CST. We endeavour to work more closely with families and parishioners as they are a vital part of our community. This could be through prayer, reflection, acts of mercy, activist work and charitable acts. We are committed together to put our faith into action by helping others through our good words and work.

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Appendix 1

Chair Job Description

The Chair will hold the Board and Management Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Coordinator and ensure that the Board functions as a unit and works closely with the entire management of the charity to achieve agreed objectives. The Chair will act as an ambassador and be the public face of the charity in partnership with the Coordinator.

Principal Responsibilities

Strategic leadership

- Provide leadership to the Trust and its Board
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Trust
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Trust
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the Trust, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Trust
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and address and resolve any conflicts within the Board

Effectiveness and Comms

- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
- Work within any agreed policies adopted by the Trust
- Act as an ambassador for the cause and the Trust
- Act as a spokesperson for the Trust when appropriate
- Represent the Trust at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Trust and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Coordinator to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented

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Relationship with the Coordinator and the Wider Management

- Establish and build a strong, effective and a constructive working relationship with the Coordinator, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Coordinator, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Coordinator and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Coordinator to maintain an overview of the Trust's affairs, providing support as necessary
- Conduct an annual appraisal and review for the Coordinator in consultation with other Trustees

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:

Personal Qualities

- A senior practising Catholic with broad experience of the Church in Britain
- Be able to demonstrate a strong and visible passion and commitment to the Trust, its strategic objectives and cause
- Be able to demonstrate a strong and visible passion and commitment to Catholic Social Teaching
- Personal gravitas to lead a young but significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Be able to demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Have strong networking capabilities that can be utilised for the benefit of the charity
- The ability to foster and promote a collaborative team environment
- The ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Charity governance and working with or as part of a Board of Trustees
- External representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Recruiting of Trustees

Knowledge and skills

- Broad knowledge and understanding of the Catholic education sector and current issues affecting it
- Broad knowledge and understanding of the Catholic Social Teaching
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

Appendix 2

Trustee Role Description

Responsibilities of our Trustees

- Support and provide advice on the Trust's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee the Trust's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the Trust.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the Trust's financial statements.
- Provide support and challenge to the Trust's Coordinator in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the Catholic education sector, the Trust's operating environment.
- Contribute to regular reviews of the Trust's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Trust's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Trust's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of our Trustees

- A strong personal commitment to Catholic Social Teaching
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the Trust
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Trustees are appointed for a four-year term of office
- This is a voluntary position, but reasonable expenses will be reimbursed

Time commitment

- Attending two Board meetings annually; AGM in May and the other meeting in November. Currently meetings are held in person and remotely at Oaklands Catholic School in Hampshire and at St Mary's University in Twickenham.
- The Chair holds meetings with the Co-ordinator once every 3 months, with flexibility to respond swiftly to the occasional ad hoc issue

[Appendix 3](#)

The Application and Appointment Process

Please send your CV and a short statement about why you are interested in becoming a Trustee or Chair to contact@romeroaward.co.uk

We will invite shortlisted candidates to an interview with the Co-ordinator and members of the Trustee Board.

The Trust will take up two references for successful candidates and also undertake a DBS criminal records check.

We anticipate closing all applications by midnight on Thursday 9th February 2023, but please do apply as soon as possible.

Appointment is subject to agreement of the existing Trustees and vote by the Board.

We will endeavour to arrange meetings around your existing commitments wherever possible.



The Oscar Romero Award Trust

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Coordinator

Mr Mugeni Sumba

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