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About The Potential Trust

The Potential Trust is a small UK-based charity, established in 1984, whose work focuses on unleashing the potential of children and young people aged 4 to 25 by providing, promoting and encouraging whatever makes learning more interesting for them, aiming to ignite a passion which can last a lifetime.

There are currently two strands to our work:

- **Young Questors** – a programme which provides opportunities for children and young people to attend activities and workshops to stretch and challenge them and make their learning fun. In the past, we have achieved this by running summer schools and face to face activities but we currently offer bursaries for children and young people to attend activities run by partner organisations.
- **Quest** – an events programme for adults to transform thinking about issues relating to high learning potential and to generate ideas and passion in education and beyond. We normally run 3 to 4 face to face events a year with organisations. Recent topics include the role of blended learning in education, empowering girls and raising potential through the Opening Doors programme.

Rescoping The Potential Trust for the future

We are currently undergoing a period of change, prompted by the retirement of our founder, Anna Comino-James. To enable us to futureproof the organisation, we made the decision to suspend both our Young Questors and events programmes so that we could spend the time reviewing how we could make the greatest impact with our work.

We are now at the stage where we are seeking to strengthen our Board of Trustees with a minimum of two new Trustees who have the skills, enthusiasm and a real passion for this area of work.

We are looking for candidates with expertise and experience in areas such as finance, business development, and social media/technology to help steer our mission of empowering young people with High Learning Potential and Dual and Multiple Exceptionalities to reach their full potential.

We welcome applications from all sectors of the community but would particularly welcome applications from those under 30 with lived experience but no previous Board experience as well as those who are passionate supporting bright children from all disadvantaged backgrounds to enable them to be the best they can be.

What kind of people are we looking for?

Ideally, you will have direct experience of either having been a child with High Learning Potential or Dual and Multiple Exceptionalities or having one or more children with these attributes.

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It would be great if you were passionate about making a real impact on the lives of these children and young people at home or in their learning (whether that is in school, at home or in alternative provision). You would also really want to make a difference to the lives of bright children and young people from backgrounds disadvantaged by income or some other factor.

However, beyond this passion, we are looking for people with the skills and experience to help us to redesign the organisation for the next generation and beyond.

We have identified Board skill needs in the areas of finance, business development, and social media/technology, and we are open to approaches from people who feel they have something to contribute to our work to drive it forward. So 'out of the box' thinking and experience is definitely welcomed!

- **Trustee with a Finance Background:** You will bring financial insight and strategic planning skills to ensure our financial stability and accountability. Your expertise will help us make informed decisions, manage budgets effectively, and sustain our operations.
- **Trustee with a Business Development Background:** You will drive our growth initiatives and help expand our outreach. Your experience in building partnerships and understanding the market in which we do or could operate will be essential as we improve our delivery strategy and increase our impact.
- **Trustee with a Social media/Technology background –** You will have ideas about how we could raise the profile of our work with different audiences and the skills to make it happen. Whether it is using TikTok or redesigning our website to inspire our supporters, you will be passionate about making it happen and up for the challenge of doing it on a shoestring!

Please see our Trustee role description in this pack for more information.

Our expectations

- **Board meetings –** We currently hold three meetings a year on Zoom (January, July, October) and one face to face meeting in April to evaluate our activities and work on future strategy. Zoom meetings are held between 4pm and 7pm, and face to face meetings are held at a location agreed by all Trustees. Reasonable travel expenses to attend this annual strategy day will be covered as well as for other work done on behalf of the Trust.

As we currently have no paid members of staff, Trustees would be expected to take the lead on at least one aspect of our work.

- **Our registered office -** We have recently moved our registered address to Berwick-upon-Tweed where the current chair lives. As part of our rescoping work, we are keen to do place-based work in this area as well as in other geographical areas, and

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part of our strategy is to become more involved in the local community. There is no requirement to travel to Berwick for meetings.

- **Term of office** – Trustees would be expected to serve at least one term of office of three years. Subject to review at the end of three years, this can be renewed a maximum of twice, giving a total duration of nine years maximum. There is no expectation that Trustees should serve this long, but the option is there if needed.

Further useful information

The Potential Trust website: <https://www.thepotentialtrust.org.uk/>

Entry on the Charity Commission website: https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/326645/governing-document?uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_organizationNumber=326645

Link to a Trustee welcome pack on Charity Commission website:
<https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

Some resources linked to High Learning Potential and Dual and Multiple Exceptionality
<https://www.thepotentialtrust.org.uk/resources/>

Any questions?

If you have any questions or would like to arrange an informal discussion before submitting your application, please email us at potentialtrust@gmail.com.

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Trustee Role Description

The main duties of a Potential Trust Trustee

1. To ensure The Potential Trust is carrying out its purposes for the public benefit.
2. To comply with The Potential Trust's governing document and also the law.
3. To act in The Potential Trust's best interests at all times, including making balanced and adequately informed decisions and avoiding putting yourself in a position where duty to the organisation conflicts with personal interests or loyalty to any other person or body.
4. To manage The Potential Trust's resources responsibly, acting responsibly, reasonably and honestly; making sure the charity's assets are only used to support or carry out its purposes, not taking inappropriate risks with the charity's assets or reputation, or over-committing the charity.
5. To act with reasonable care and skill including giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings.
6. To ensure The Potential Trust is accountable and complies with statutory accounting and reporting requirements and good practice.
7. Any other duties as reasonably required by the Board of Trustees.

Working together as a team

Potential Trust Trustees make decisions about our charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree. In doing this, at all times we seek to

- act within our powers and the law
- act in good faith, and only in the interests of the charity
- make sure we are sufficiently informed, taking any advice as needed
- take account of all relevant factors of which we are aware
- deal with conflicts of interest and loyalty
- make decisions a reasonable range within given circumstances

Any major decisions are recorded appropriately and can be referred to if needed.

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Remuneration

Being a Trustee of The Potential Trust is not a paid position, although reasonable out of pocket travel expenses to attend the annual strategy day and any other meetings approved by the chair will be covered.

Eligibility to be a Trustee

You must be at least 18 years old to be a Trustee of The Potential Trust. We recognise the passion and strengths that young people can bring to the Board and are willing to provide training, mentoring and support to enable any young Trustees appointed to be effective Board members.

You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. 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 can read the [automatic disqualification guidance for charities](#) which explains the disqualification rules in more detail.

There are further restrictions for charities that work with children or adults at risk. To find out more about this see [The essential trustee - who can be a trustee](#)

Equal Opportunities Statement

The Potential Trust seeks to be an inclusive organisation and as such we welcome applications from people from all backgrounds.

Application Process

January 2026	Advertise vacancies on social media and other channels
Friday 27 th February 2026	Closing date for applications
w/c 9 th March 2026	Shortlisting of candidates
w/c 16 th March 2026	Interviewing candidates
Friday 27 th March	Candidates appointed

Please use the application available on our website and email it to the address indicated on the form.