



## Non Executive Director

ABE Global is an award-winning, internationally-recognised, Ofqual accredited, and not-for-profit awarding organisation which seeks to promote access to inclusive economic opportunity, everywhere.

---

# About ABE

Founded in 1973, ABE is an Ofqual-accredited awarding body specialising in business, entrepreneurship, and leadership qualifications. Over the past 50 years, we've built a global footprint, making a tangible difference in the lives of young people across Sub-Saharan Africa, Asia-Pacific, the Caribbean, and the UK.

We may be a small organisation, but our impact is huge. Operating in over 30 countries, ABE works in complex and often challenging environments, supporting socio-economic development through high-quality, accessible education.

Our core offering includes Level 3 to Level 5 vocationally-related diplomas, delivered through a network of 100+ accredited colleges and training providers. But we're more than just an awarding body—our work extends to: university progression pathways, quality assurance services, partnerships with top-tier schools, refugee study camps, NGOs, ministries, and employers, and projects backed by organisations like UNESCO.

We believe in equal access to opportunity—everywhere. Whether it's giving young entrepreneurs the skills and confidence to start businesses, supporting girls' education, or building talent pipelines for employers, our mission is clear: to empower individuals, transform communities, and drive economic progress through education.

In 2023, ABE joined forces with The Institute of Leadership, marking an exciting new phase in our journey. This partnership combines ABE's expertise in global assessment with the Institute's renowned leadership development and membership network. But we're operating in a world that is increasingly complex, volatile, and dynamic. Post-pandemic challenges continue to affect the Global South, where affordability and accessibility are more critical than ever. As we navigate these changes, our commitment to expanding opportunity and empowering learners remains stronger than ever.

## Why Join Our Board?

As a Board Member, you'll play a key role in shaping ABE's future—helping us expand, innovate, and continue making a difference where it matters most. If you believe in the power of education to change lives and want to be part of an organisation that blends impact with innovation, we'd love to hear from you.

The world is changing—so are we. Join us in ensuring learners everywhere have the skills, knowledge, and confidence to shape a brighter future.



## Message from the Chair

Thank you for your interest in joining ABE as a Non-Executive Director.

This is a significant appointment, offering the chance to shape our future at a pivotal and dynamic time and to have an impact on strategies and initiatives that will ultimately affect the education and lives of thousands of young people all over the world. While the role will be challenging, I firmly believe you will also find it deeply rewarding.

Our vision drives everything we do, and we are actively embarking on a process to strengthen that vision and our values and to put in place the strategies and environment that will help us achieve it. Collaboration is key - with our staff, our partners at The Institute of Leadership and with all our stakeholders and regulators worldwide. As we evolve new ways of working, we are building new and stronger partnerships across global markets to enhance our impact. Our talented, dedicated team are at the heart of our success. Their expertise and commitment underpin our reputation as both an outstanding awarding body and a great employer.

I look forward to receiving your application and warmly welcoming you to ABE. Your skills and insights will undoubtedly help us reach new heights.

**Nicola Rylett-Jones**  
**Chair of the Governing Body**  
**ABE Global**

# Role Summary

As a Company Director and as part of the Governing Body, you will play an active part in the following:

- Ensuring effective governance and compliance with Ofqual regulations and the requirements from other UK and international regulators
- Ensuring that ABE meets its legal obligations while overseeing its commercial and operational effectiveness, providing strategic support and constructive challenge as needed
- Exercising reasonable care, skill, and diligence in the performance of the duties of a Company Director
- Offering advice to the CEO and supporting senior leadership in areas of your knowledge and expertise
- Serving on oversight committees, leveraging your industry expertise to provide scrutiny, constructive challenge, support and inspiration to ABE's leadership
- Attending board and committee meetings as required, providing engaged leadership and acting as a dependable resource for the CEO
- Advocating for ABE within your professional networks to enhance its reputation and opportunities
- Regularly reviewing strategy and goals and adding value to the strategic development process, monitoring ABE's performance against objectives
- Continuously assessing the quality and reliability of financial, legal, and other information presented to the board
- Supporting the Chair in evaluating the CEO's performance and reviewing their remuneration and terms of service
- Assisting the Chair and CEO in senior leadership recruitment, panels, and disciplinary processes as required
- Championing special projects and initiatives at board level as requested by the Chair or CEO
- Aligning ABE's vision and activities with the Institute of Leadership, ensuring both companies purposes and strategies remain in harmony, whilst providing independent judgement and maintaining an ethical wall of separation to mitigate any conflicts of interest.

- Providing a safe access point to the board for whistle blowers
- Helping to ensure ABE's long-term sustainability through fostering sound financial stewardship and robust strategic controls; reviewing and evaluating external and internal risks and opportunities, ensuring appropriate risk management, business continuity, and contingency measures are in place
- Upholding ABE's values by promoting equality and diversity among staff and stakeholders
- Building a constructive relationship with the Chair and other Non-Executive Directors, offering them your expertise and support
- Promoting the highest standards of corporate governance and best practices, ensuring adherence to ABE's articles of association and relevant legislation

## **Senior Officers of an Awarding Body**

As Non-Executive Directors of an Ofqual accredited awarding organisation, Board members will fulfil the role and requirements of Ofqual Senior Officers according to the published Ofqual General Conditions of Recognition and shall uphold the highest standards of integrity and probity, adhering to the fit and proper persons test.

Specifically, a Senior Officer may be unsuitable for this role by virtue of:

- any criminal convictions held by him or her
- any finding by a court or any professional, regulatory, or government body that he or she has breached a provision of any legislation or any regulatory obligation to which he or she is subject
- any proceedings in bankruptcy or any individual financial arrangement to which he or she is or has been subject
- any disqualification from holding the directorship of a company or from public office, or;
- any finding of malpractice or maladministration, in relation to a qualification (whether a regulated qualification or a qualification which is not regulated), to which he or she is or has been subject.

Applicants are encouraged to read the Ofqual General Conditions of Recognition which are available on the Gov.UK website before applying.

# Person Specification

ABE Board members will possess a proven track record of leadership and personal achievement in a complex environment in either the private, public or charity sector. Board members are likely to have had previous Non-Executive Director or Trustee experience.

We are particularly interested in hearing from candidates with the following career experience:

- Accountancy and Finance (particularly specific strategic skills in the Not for Profit and/or international business environment)
- International development and global partnerships
- International sales and business development, preferably in education markets
- Learning technology, AI, and online learning, digital assessment and educational product development
- Academic management and qualifications governance
- Government, public projects, public procurement processes, and skills funding.

## Experience and Skills

- Strong understanding of corporate governance practices, including board responsibilities, regulatory compliance processes, and ethical leadership
- Strong financial literacy, including the ability to read and interpret financial statements, assess financial risks, and contribute to budgeting and financial decision-making
- Strong communication skills, able to paint credible pictures and to challenge and critique positively, calmly and effectively
- Proven experience in strategic planning and execution at a senior level, such as previous roles as a CEO or senior executive
- Experience in identifying, assessing, and mitigating risks, including a strong grasp of regulatory and compliance risks
- Politically astute – able to interpret relevant current issues, global trends, and public policy developments and to understand the implications for ABE
- Experience of working in complex and challenging international contexts will be desirable and a high degree of cultural sensitivity and empathy is essential
- Experience of, and a keen interest in, the development and delivery of education
- Working experience of awarding bodies will be desirable.





## Personal qualities

- An inquiring and curious mind
- Self-confidence
- A supportive and collaborative nature with the ability to inspire, energise, and enthuse
- Strong communication and listening skills
- A team player
- High level of emotional intelligence and self-awareness
- Strong interest in business education, international development, and social impact
- Fully supportive of equal opportunities and minority interests
- A substantial and current professional network.

# Commitment and compensation

You must have sufficient time and commitment to fulfil the role which may require 20-30 days per year in order to prepare for and attend:

- Scheduled Board meetings (Usually in-person), including from time-to-time, Board meetings with The Institute of Leadership Trustees
- Committee meetings, as applicable (Usually online and occasionally in-person)
- Training and seminars
- Strategy development days
- Interview panels for senior leadership roles, and other panels as required.

Some additional hours may be needed in the course of the annual cycle in order to fully support the Board's agenda.

## Directors Remuneration

Although the role is largely voluntary, ABE will pay a Director's fee of £6,000 gross per year (paid monthly) plus expenses in line with ABE's expenses policy.

This fee is for services to ABE and for fulfilling the commitments outlined above and in the Director Agreement.

Non-Executive Directors are not employees of ABE or the Institute of Leadership.

Appropriate training and guidance in the role will be provided.





# Application process

To apply, please provide your CV and a cover letter (of no more than 2 A4 pages 12pt font) outlining your experience and what you would bring to this role, and why you are interested in joining the Board of ABE.

Applications should be sent by email to HR Manager, Gillian MacFarlane, at: [GillianM@abeuk.com](mailto:GillianM@abeuk.com)

## Key Dates

**Deadline for applications:** 5pm 29<sup>th</sup> April 2025

**Shortlisting:** 7th May 2025

**Interviews:** 14th / 15th May 2025

**Appointment starts:** 2nd June 2025

ABE is committed to fostering an inclusive and diverse organisation. We believe that a wide range of perspectives, backgrounds, and experiences is essential to our success.

We encourage applications from candidates of all genders, races, ethnicities, sexual orientations, disabilities, and religions, as well as those with different national origins, life experiences, and perspectives.

If any assistance is required at any stage of the recruitment process, or if you have any questions about accessibility, please contact our HR Manager so that we may support and work with you to meet your needs.

Interviews will take place at either our offices in Sutton, Surrey, or in Central London.

Applicants must have the Right to be a Company Director in the UK.





ABE Global Ltd.  
Sutton Plaza, 6 Sutton Court Road, Sutton, SM1 4FS, Surrey,  
United Kingdom

**[www.abeuk.com](http://www.abeuk.com)**

ABE Global Ltd is a private limited company, registered in England &  
Wales 01096719. Incorporated 1973.  
A subsidiary of The Institute of Leadership.

