

Recruitment Pack

Board of Trustees



Dear Applicant,

Thank you for your expressed interest in joining our board of trustees.

We are currently seeking 3 new trustees to complement our existing board of 4. You will be tasked with working closely with the board and our General Manager to meet the organisations strategic aims and objectives. You must be committed to the values of a community focused organisation. You will scrutinise, review and monitor the management reports and constructively challenge the management where necessary.

This is a voluntary role, however any reasonable out of pocket expenses incurred as a result of you carrying out your role as board member will be reimbursed.

All of our board members are expected to assist in; setting strategy, policy and objectives; making decisions; implementing and communicating decisions; overseeing the financial controls and risk management of the organisation, we will provide the necessary support, training and development where required in you carrying out your role.

This pack contains all the information you will need to know about the organisation including our services and facilities, our existing board members, what will be expected of you on joining the organisation and the application process. It also has the documents to be completed as part of the recruitment process.

The table below provides a guide of the forms included:

|  |  |  |
| --- | --- | --- |
|  | **Form** | **Instructions** |
|  | Board Member Job Description and Person Specification | For your information and record only |
|  | Board Member Application Form | Please complete and return by the deadline date |
|  | References | Please complete and return by the deadline date |

Please complete and return the required documents for consideration to Margaret Nesbit at office@caravanproject.co.uk

In the meantime, should you require any further information or have any queries with respect to this pack or the recruitment process, please contact Ian Crawford via the details provided on page 9.

We trust you will find this pack useful and we look forward to receiving your duly completed forms.

Yours faithfully,

**Margret Nesbit**

**Chair of the Caravan Project**

**Our vision**

We want to live in a world where:

***Every family can enjoy the benefits that a break from home can bring.***

**Our mission**

We will achieve this vision by:

***Providing families living in poverty and facing challenging circumstances with a much needed break from home.***

**Our values**

And we will carry out this work in the following ways:

**We will ensure that low income is not a barrier to participation in holiday and leisure activities as those who cannot afford a holiday often need it most**.

**We will embrace diverse range of family types, recognising the different ways in which people live together and support one-another.**

**We will listen to the families we work with, ensuring their concerns, comments and aspirations shape our charity and the service we provide.**

**We will celebrate the achievements of the charity, our volunteers and the families we work with as a means of promoting the impact of our work.**

**We will be an advocate of Social Tourism, promoting the social, economic and cultural benefits of our work and the work of similar organisations.**

**BACKGROUND INFORMATION**

Our History

In 1985 Harrow Court Housing Complex gifted their caravan to the Drumchapel Volunteer Group who co-ordinated the letting of the caravan to local families.

In 2004 Drumchapel Caravan Project was born. Thanks to funding provided by the National Lottery an administrator and a driver were recruited, two new caravans purchased and the group was set up as an independent organisation and service level agreement signed with the Glasgow Volunteer Centre.

During this time the project ran a number of successful initiatives including: free fruit and veg, oral hygiene packs, home safety information and an educational library within the caravans. The group also became a charity in 2008 and secured funding from the Lloyds TSB Foundation for Scotland to cover some of the project administrators salary costs once Lottery Funding came to an end.

An evaluation carried out in 2008 highlighted the many successes of the project and the need for the project to continue into the future.

In recognition of the deteriorating condition of their caravans, the need to raise funds and the even greater challenges families faced as a result of the economic down-turn, trustees decided to take action.

A fundraising campaign was launched in 2011 and £80,000 from a range of sourced was raised to purchase two new holiday homes. A new constitution was adopted and revenue funding from Glasgow Housing Association enabled Trustees to not only, reduce the cost of holidays but also to support families from out with Drumchapel.

At their first AGM as a co-operative the Trustees unanimously decided to adopt ‘The Caravan Project’ as its new trading name, reflecting the changes that had taken place over the previous year.

OUR SUCCESSES

The Caravan Project has won a range of awards and

****Commendations:

• **A Glasgow-west Community Champions award in early 2012**

* **A Glasgow Living Wage Employer**

**• A Glasgow-wide Community Champions award in late 2012**

**• A Scottish Charity Award in 2014**

**THE SERVICE WE PROVIDE**

Respite Holiday Programme

Operating across Glasgow, we provide a one-week holiday to 120 families per year. The families we support are those who need a short break most; for them a holiday is not a luxury, it is a much-needed break from the stresses and strains brought about by their circumstances. Whist a holiday would make a big difference to these families; many are unable to afford a trip to the seaside let alone a short break.

For £200 families not only receive a one-week holiday, they also receive a number of additional free services:

• Door-to-door transport

• Fruit and vegetables hamper

• Entertainment complex passes

• A discount card providing them with up to 50% off activities and purchases on site

BIG DAY OUT PROGRAMME

The BIG DAY OUT Programme provides people facing a range of challenging circumstances with opportunities to access to a day out. This might involve a trip to a museum, a sporting event or even a trip to the pantomime and will provide much needed respite from their personal circumstances.

In order to break down barriers to participation we will provide all participants with a comprehensive support package including:

* Admissions tickets – FREE tickets to a range of activities across Glasgow
* Return Travel - ensuring that access to appropriate travel is not a barrier
* Packed lunches – Encouraging families to eat more healthily while reducing the cost of the day trip.
* Support from our team of REP’s based at our referral agencies.

OUR IMPACT

Research commissioned by the Family Holiday Association, carried out by the University of Warwick and backed up by our own research highlights the benefits a short break has on families:

• Bring families closer together and do more things together as a result of their holiday

• Increase the confidence of individuals who go on holiday

• Increase the social and support networks of parents, carers and families

• Improve mental health and wellbeing

• Improve individual’s outlook on life; our holidays shows that even in difficult circumstances, good things can happen

• Improve access to community services following the holiday

**Contact Details**

**Organisation Name:** The Caravan Project (SCO39952)

**Registered Office Address:** Caravan Project, Room 8, 201 Alderman Road, Glasgow, G13 3DD.

**Telephone Number:** 0141 258 4720

**Website:** [www.caravanproject.co.uk](http://www.caravanproject.co.uk)

**Board** **Member**

**Job Description and Person Specification**

**Job Description**

1. **Job Purpose**
	1. Board trustees are collectively responsible for the leadership and efficiency of the organisation and ensure that it meets all its legal obligations. Trustees are also responsible for the supervision of the General Manager and will work effectively with all the Caravan Project staff and volunteers.

In doing so trustees will:

* Observe confidentiality requirements
* Be prudent, fair, open and honest
* Honour their commitment and contribute to the development of the organisation
* Develop their knowledge and skills as necessary
* Work as an effective team
* Actively participate in meetings and comply with the organisation’s culture, values and behaviours as well as Board meeting style and tone
* Act as an ambassador of the organisation and promote good governance
* Add value by fulfilling best practice
* Establish a close and supportive relationship with the General Manager and Caravan project staff and Volunteers.

Trustees will be accountable to the Board and ultimately the Members of the organisation.

1. **Duties & Responsibilities**
	1. ***Statutory Duties***

 Trustees have specific legal duties to ensure:

* The organisation complies with its governing document, company and charity law (if applicable) and any other relevant legislation or regulations.
* The organisation pursues its objects as defined in its governing document.
* The organisation applies its resources exclusively in pursuance of its objects.
* Active contribution to the Board’s role in:
* Giving firm strategic direction to the organisation,
* Setting overall policy,
* Defining goals and setting targets,
* Evaluating performance against agreed targets.
* Fiduciary duties as a trustee are fulfilled:
* Act within powers
* Promote the success of the organisation
* Exercise reasonable judgement
* Exercise reasonable care, skill and diligence
* Avoid conflicts of interest
* Avoid acceptance of benefits from third parties
* Declare interests in proposed transactions or arrangements.
* Specific skills, knowledge and experience are used to help the Board reach sound decisions.
* The safeguarding of the good name and values of the organisation.
* The effective and efficient administration of the organisation.
* The financial stability of the organisation.
* The protection and management of organisation property and to ensure the proper investment of the organisation’s funds.
* The appointment of a suitable and qualified General Manager and the monitoring of his/her performance.
	1. ***General Responsibilities***
* Attend all meetings of the Board (and meetings of any committees of which they are a member) unless there are pressing reasons or the Board gives leave of absence.
* Contribute to and share responsibility for all decisions of the Board and any committee of which they are a member.
* Read and scrutinise Board papers before all meetings that they attend.
* Attend induction, training and performance review sessions and other such sessions or events (e.g. Board Away Days) as are reasonably required by the organisation.
* Be a member of any committee of the Board if requested and subject to availability.
* Represent the Caravan Project positively to all external audiences.
* Register all interests that might have a bearing on the Caravan Projectwork and declare any potential or actual conflicts of interest as and when these arise.
* Follow the organisation’s Code of Conduct in relation to their role.
* Contribute from their specific skills by liaising informally with the appropriate director or other staff member if called upon to do so.

**Person Specification**

To be considered, the potential Trustee should possess the following competencies and be able to provide evidence where necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Competency** | **Competencies** | **Essential** | **Desirable** |
| Skills and Knowledge  | * Good communication and interpersonal skills i.e. listening, speaking and writing
 |  |  |
| * Creative and strategic thinking
 |  |  |
| * Sound knowledge of the sector as well as the organisation and its activities.
 |  |  |
| * Knowledge and understanding of Governance and Board Procedures, particularly legal duties, responsibilities and liabilities.
 |  |  |
| * Basic legal knowledge with respect to company/charity law.
 |  |  |
| * General financial and management skills (including human resources and public relations).
 |  |  |
|  |  |  |
| Qualifications and Training | * Have or be willing to undertake appropriate training.
 |  |  |
| Experience | * Committee work
 |  |  |
| * Business planning and development
 |  |  |
| * Managing change
 |  |  |
| * Managing and setting budgets
 |  |  |
|  | * Business Management
 |  |  |
|  | * Financial Management
 |  |  |
| Personal Attributes | * Ability to work as part of a team
 |  |  |
| * Ability to be discrete and diplomatic
 |  |  |
| * A person of integrity
 |  |  |
| * Impartial and fair
 |  |  |
| * Confident and able to speak their mind
 |  |  |
| * Motivated and efficient
 |  |  |
| * Committed
 |  |  |
| * Adaptable
 |  |  |
|  | * Ability to perform an ambassadorial role effectively
 |  |  |
| Special Requirements | * Must not already be involved with the organisation as a paid member of staff
 |  |  |
| * Be able to work at times convenient to the Board
 |  |  |
| * Be able to travel to meetings
 |  |  |
| * Be available (or commit) to meeting at mutually agreed times
 |  |  |

**Board Member - Application Form**

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| --- | --- |
| Application Form No. (For Office Use Only): |  |

Thank you for expressing an interest in working with our organisation as a trustee. Please complete the application and submit to us by the required deadline. Please attach additional sheets of paper to complete your answers if necessary.

The Caravan Project is committed to equal opportunities. To ensure that individuals are selected, promoted and treated on the basis of their individual merits and abilities, it would assist us if you would provide the information requested in **Part One** and **Part Two.**

**PART ONE:**

**Part One** must be completed to allow the processing of the application. The information **will only be referred to for contact and statistical monitoring purposes** and will be detached from the application form. The form will **not be shown to the Recruitment Panel** and will be destroyed after six months if you are unsuccessful.

|  |  |
| --- | --- |
| **Application is for (please specify)** |  |
| **Title:** | [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Dr [ ]  Other |
| **Name:** |  |
| **Address:** |  |
| **Daytime No.** |  | **Mobile:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Date of Birth:** |  |
| **Gender:** | [ ]  Male [ ]  Female [ ]  Trans |
| **Ethnic Origin:** |  |
| **Religion:** |  |
| **Sexual Orientation:** |  |
| **Nationality:** |  |
| **Marital Status:** |  |

|  |
| --- |
| **Disability:** |
| Disability is defined as “any physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. |
| Do you consider that you have a medical condition or a disability? [ ]  Yes [ ]  No**Please note:** A disability or health problem does **not** preclude full consideration for the job, and applications from people with disabilities are welcome. |
| **Please describe any reasonable adjustments that you feel is needed to the recruitment process and applying for the post:** |
| **Please describe any reasonable adjustments that you feel will be necessary to assist you in performing the role:** |

|  |  |
| --- | --- |
| Application Form No. (For Office Use Only): |  |

**PART TWO:**

The information in **Part Two** is the only information we will use in deciding whether or not you will be offered an interview. We will not be able to take into account any previous applications or prior knowledge of you. We ask you not to put your name on any of the sections in **Part Two**.

|  |
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| **EMPLOYMENT AND EXPERIENCE****Note:** Please give details of employment and experiences relevant to the post. Please list the most recent first. |
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| **SKILLS AND EXPERIENCE** **Note**:The criteria in the person specification(s) form a checklist, which will be used to shortlist applicants for interview. Please do not write more than 1200 words and do not send us a CV, as this will not be accepted. |
| Before completing this section, please read the job description and person specification carefully. Use the criterion to demonstrate how you meet the requirements. |
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| **SUPPORTING INFORMATION**  |
| **Why are you interested in applying for the role as a Board Member of The Caravan Project?** |
| **Please list any boards or committees on which you have served or are serving in the community or any other voluntary commitments. Please indicate your position and describe what duties or responsibilities are/were involved.** |

**PART THREE**

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| **REFERENCES****Note**: Please give details of two people who can provide references. Your referees must have worked with you personally over the last 3 years. The referees will be approached **only** if the post is offered to you. |
|  | **First Referee** | **Second Referee** |
| Name: |  |  |
| Address: |  |  |
| Tel No: |  |  |
| Email: |  |  |
| Occupation: |  |  |
| Relationship to you: |  |  |

Signature:  Date: