**Evaluation Support Scotland Trustee Application pack**

Thank you for your interest in joining our board of Trustees. Along with this letter you have an information pack including role descriptions, the application form and the equal opportunities monitoring form.

We are recruiting for four Trustees to join our board, one of whom we hope would be our new Treasurer. To apply please fill in and send us:

* The Trustee application form
* The equal opportunities monitoring form (this helps us monitor ourselves)

You can apply any time up to **12pm on Monday 3 June 2019.**

A subcommittee of Trustees will read your application carefully and invite people who have the skills and qualities we are looking for to meet us for an informal interview (more than a chat but less than a job interview). We have set **the afternoon of 24 June** for informal interviews. Successful applicants will be invited to join the board at our AGM on 23 September 2018.

Please email your application to Steven@evaluationsupportscotland.org.uk with ‘Trustee application’ in the e-mail header.

You can find out more about Evaluation Support Scotland on our website at [www.evaluationsupportscotland.org.uk](http://www.evaluationsupportscotland.org.uk). You might want to read our [Strategic Plan 2019-23](http://www.evaluationsupportscotland.org.uk/about-us/mission-value/) and our [annual accounts](http://www.evaluationsupportscotland.org.uk/about-us/annual-reports/)

If you have any questions you can contact Steven Marwick (Director): steven@evaluationsupportscotland.org.uk

If you would prefer to talk to me – Steve Platt, ESS Convenor – please email or phone the office on the above details and they can make arrangements for me to speak to you.

We look forward to receiving your application.

Yours sincerely

Professor Steve Platt

**Convenor**

**Information Pack**

**1. Introduction**

**Mission:** We work with the third sector and funders so that they can measure and report on their impact and use learning to improve practice and inform policy.

**In 8 simple words:** We help charities demonstrate the difference they make.

**Vision**: Our vision is that people in Scotland’s third sector have the knowledge, skills and support to evaluate, reflect and learn from their work; and that learning from evaluation results in better services for people and communities.

**Charitable object (what our legal constitution says):**

To promote the effectiveness and efficiency of charities and of the voluntary sector by promoting learning about evaluation and the results of evaluation as a process which can be used to improve the delivery of services for the public benefit throughout Scotland.

ESS is a charitable company governed by a board of up to 12 Trustees who are also our company directors.

You can find out more about ESS at [www.evaluationsupportscotland.org.uk](http://www.evaluationsupportscotland.org.uk)

**2. Role of the Board of Trustees**

The role of the Board of Trustees is to manage the business of ESS and specifically:

1. To set the vision and strategy for Evaluation Support Scotland.
2. To oversee the development and delivery of ESS’s strategic plan including monitoring and learning from the delivery of outcomes and activities.
3. To manage and safeguard the reputation of ESS and oversee the strategy for external relations and stakeholder relations.
4. To ensure compliance with legal and financial requirements (The Trustees Handbook is updated annually. It sets these out in detail and includes links to the Scottish Charity Regulator guidance).
5. To oversee the income generation strategy and ensure good financial planning.
6. To manage, safeguard and protect the assets and resources of ESS and ensure that they are used only for the purposes set out in the memoranda and articles of association.
7. To oversee the recruitment, appointment and management of staff and ensure compliance with best employment practice.
8. To ensure a commitment to equalities throughout policy and practice of ESS.
9. To reinforce a culture of evaluation and learning within ESS and with its stakeholders.

**3. How the Trustees work**

We - the existing Trustees:

* Have a commitment to make change happen
* Are busy people so have no time to waste
* Want intellectual stimulation
* Are honest about the fact that we learn from each other to help us in other parts of our lives
* Want to make use of our collective experience, knowledge and networks, not just our skills, to take ESS forward

We aim to be:

* Credible to the outside world
* Visible (eg representation of trustees at events)
* Challenging to others where appropriate
* Open – following principles of Freedom of Information even though we are not formally covered by the Act in our own right
* Focused (on the important tasks, on strategy)
* Pragmatic
* Courageous – taking calculated risks
* A good employer

We work in the following way

* We undertake evaluation and reflection on our effectiveness
* We make time for informal exchanges of views
* We can challenge each other in a constructive way
* We allow space on the agenda for formal sharing of knowledge
* We take collective responsibility for decisions

**4. Trustee recruitment process**

The ESS board appoints new Trustees. A sub committee of existing Trustees undertakes a recruitment process and draws up a shortlist of potential Trustees from the applications received. They will conduct a semi-formal interview (more than a chat but less than a job interview).

We’ll do this by looking at applicants’ skills and experience in relation to the person specification (see Trustee Person Specification at **Section 8**).

We have four vacancies. One of those vacancies is for Treasurer so we are **particularly interested in someone who would be willing to be Treasurer.**

The Board will formally appoint new Trustees at the AGM on 23 September 2019.

Trustees serve for 3 years and are eligible for reappointment up to a maximum of 6 years.

**5. Time commitment**

The board meets every 2 months on Mondays at 5pm. Papers are sent out at least a week in advance.

As well as preparing for and attending board meetings you will take on additional responsibilities. This will either involve being a member of one of our two sub committees: Finance and Human Resources. Or you will join a short life working group. This additional time commitment involves occasional meetings and phone or email contact with ESS staff.

The **Treasurer**’s additional responsibility is the finance subcommittee. The subcommittee oversees the annual budget process (an additional short meeting in February) and the independent examination (an additional short meeting in June).

**6. Expenses**

Trustees are not paid for their duties. You can claim reasonable costs of travel to and from meetings and other ESS events. You can claim other administration costs (such as the cost of printing papers) on agreement with the Director or Convenor.

**7. Current trustees**

Please note that trustees serve on the Board in a personal capacity and do not represent the interests of any other organisation. Their day job is given for information.

|  |  |
| --- | --- |
| Professor Steve Platt (Convenor) | Emeritus Professor of Health Policy Research, University of Edinburgh - *standing down in September*  |
| Lindsay Robertson (Treasurer) | Senior Audit Manager, Grant Thornton UK LLP - *standing down in September*  |
| Andrew Fleming | Strategy & Corporate Functions Director, Revenue Scotland |
| Dr Kevin Guyan | Researcher, Advance HE |
| Diarmid Hearns | Head of Policy, National Trust for Scotland |
| Jacqueline Killeen | Director Scotland of the British Council |
| Susan Lowes | Policy & Public Affairs Manager, Marie Curie |
| Professor Karen McArdle | Emeritus Professor in Education, University of Aberdeen |
| Dr Joanne McLean | Research Director, Scotcen |
| Janet Morton | National Officer, BBC Children in Need (Scotland) |
| Linda Rodgers | Chief Executive, Edinburgh Women’s Aid - *standing down in September*  |
| Stephanie Rose | Formerly with the Corra Foundation - *standing down in September* |

Company Secretary: Steven Marwick

**8. Trustee Person Specification**

If you would like to join our board you must have the following skills and qualities:

1. Understanding of the roles and responsibilities of a charity Trustee and of good governance in the third sector.
2. Understanding of the challenges people in the third sector face when they are trying to measure and demonstrate the difference they make.

The Board also wants to ensure a balance of Trustees with more specific experience and knowledge related to the work of ESS. So we aim to ensure that the board as a whole contains more than one Trustee who has:

* A current job working in a senior role working for a **funder** of the third sector OR
* A current job working in the **third sector** OR
* A strong understanding of evaluation – and how it should be used for learning

**8.1 Treasurer Role Description**

The ESS Treasurer is a Trustee of ESS and so has the same responsibilities as all other Trustees. In addition the Treasurer had the following responsibilities. ESS’s staff are responsible for managing the finances and fundraising day to day. This role is about oversight and a financial qualification is not required.

Key Responsibilities

1. To chair the finance subcommittee.
2. To advise the Trustees on their financial duties and responsibilities.
3. To oversee controls for ESS’s finances and bookkeeping.
4. To prepare the Treasurer's report for the annual general meeting.
5. To liaise with the appointed Independent Examiner if required and for the annual review of accounts.

**9. Other Trustee requirements**

**Trustees are not representatives**. As an ESS trustee you will act in the interests of ESS.

You must be over 18 and live in the United Kingdom.

We will not consider applications from individuals who would be disqualified from being a trustee by the Companies Act or the Charity Act including anyone who has been convicted of a crime of deception or dishonesty unless the conviction is spent.

We will not normally accept onto our board people who work as evaluation or research consultants. This is because of the potential for conflict of interest and to protect ESS’s independence.

The Scottish Charity Regulator has easy to follow [guidance](http://www.oscr.org.uk/charities/guidance/being-a-charity-in-scotland) on being a charity Trustee.

**Annex: Evaluation Support Scotland staff**

**All sections of this form should be completed.**

|  |  |
| --- | --- |
| **Your name** |  |
| **Your address** |  |
| **The best daytime phone number**  |  |
| **Email address** |  |
| **What is your current job?** |  |
| **Where did you find out about this position?** |  |

**Please can you tell us about any board positions you currently hold**

**Referees**

**Please give the name and contract details of someone we can contact if we need a reference. We will not contact this person without telling you first.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone no** |  |
| **Email** |  |
| **Relationship** |  |

**Supporting Statement**

Please tell us briefly why you want to be on the board of Evaluation Support Scotland. And tell us about your relevant **experience** and **skills** as they relate to the **person specification**.

**We plan to shortlist applications against our trustee person specification and then invite those we shortlist for an informal interview. We have set aside the afternoon of 24 June for this. Are there any restrictions on your availability on that date?**

**Please also tell us if you have any special requirements we should take account of**

**Declaration**

I declare that to the best of my knowledge the information contained within this form is accurate and true.

I declare that I have not been disqualified from being a company director or charity trustee under Company or Charity law and I do not have an unspent conviction of a crime of deception or dishonesty

|  |  |
| --- | --- |
| **Signature\*** |  |
| **Date:** |  |

\*if you return this form by email, we will ask you to sign it later.

**Please return along with your equal opportunities monitoring form to:**

**steven@evaluationsupportscotland.org.uk**

**or by post to: Steven Marwick, Evaluation Support Scotland, 5 Rose Street, Edinburgh EH2 2PR.**

**All applications should be received by 12pm on Monday 3 June 2019.**

Equal Opportunities Monitoring Form

**ESS is an equal opportunities employer and we are committed to the principles and practice of equality and diversity in all our work.**

**We collect information about all our staff and trustees to help us monitor our equalities practice. You can help by completing this form.**

*Please note: This page will be separated from your application form and will not be seen by the selection panel.*

**1. How would you describe your ethnic origin?**

Prefer not to say [ ]

**2. Which one of the following best describes your gender?**

Female [ ]  Male [ ]  In another way [ ]  Prefer not to say [ ]

**3. Do you consider yourself to be a trans person?**

Yes [ ]

No [ ]

Prefer not to say [ ]

**4. What age group are you? Please tick/check one**

|  |  |  |  |
| --- | --- | --- | --- |
| under 2940-4960 or over | [ ] [ ] [ ]  | 30-3950-59 | [ ] [ ]  |

Prefer not to say [ ]

**5. Are you disabled?**

We will seek to provide support and/or make adjustments to meet your requirements. The information you provide in this section can help us to do this.

Yes [ ]  No [ ]  Prefer not to say [ ]

Please outline any access requirements you have.

**6. How would you describe your sexual orientation?**

Prefer not to say [ ]

**7. Please indicate your religion or belief, including none**

Prefer not to say [ ]