



**July 2019**

Dear Applicant,

**Recruitment of members of Board of Trustees**

Thank you for your interest in applying to join the Board of Trustees for JustRight Scotland.

If successful, you will be formally registered with OSCR as a Trustee of JustRight Scotland. This important role will involve sharing responsibility for the Charity's governance and strategy and ensure effective administration. You will attend Board meetings and strategy days. You will be a member of at least one of our committees, depending on your area of expertise, and will respond to reasonable email correspondence.

This is not an operational role. We are not permitted to pay Trustees under Charity law.

JRS is an innovative and developing legal charity. We are looking for committed individuals with demonstrable skills in strategic oversight, development and team working. This is an exciting role with great scope for personal development.

This application pack contains the following information:

- About JustRight Scotland
- Job Description
- Person Specification
- Application Form
- Equality and Diversity Monitoring Form

**The closing date for applications is midnight on Thursday 22<sup>nd</sup> August 2019.**

**Interviews will take place 7th or 14th September 2019 (provisional dates only) at our offices in either Glasgow or Edinburgh.**

Please email completed applications to Jenny Cook at [jenny@justrightscotland.org.uk](mailto:jenny@justrightscotland.org.uk) with the header PRIVATE AND CONFIDENTIAL or post them marked "private and confidential" to Jenny Cook, JustRight Scotland, Suite 3/1, 3rd Floor, Forsyth House, 111 Union Street, Glasgow, G1 3TA.



If you require to receive this information in a different format, or have any other questions about applying, please contact Jenny on 0141 406 5357.

Yours sincerely

**Dee Hanlon**  
**Chair of the Board of Trustees**  
**JustRight Scotland**



## About JustRight Scotland

JustRight Scotland (JRS) is Scotland's legal centre for justice and human rights.

We are a charity which provides specialist, cross-sector and collaborative legal solutions alongside legal education, advocacy, policy and research activities. We respond to needs and aspirations within the justice and human rights landscape of Scotland, focussing on marginalised and at risk groups. In doing so, we operate a law centre model and related activities with a vision where individuals are able to access justice and realise their human rights, contributing to reduced inequality and a fairer, more just Scotland.

We believe in collaborative social justice and therefore we work with over 20 partners to better improve human rights and social justice in Scotland and further afield. We believe that social justice is better achieved when lawyers work together with professionals from other disciplines – and across sectors and borders – to pool expertise and resources, with the shared aim of realising human rights and reducing inequality.

We provide direct legal information and advice in areas we have identified as requiring our services. We do this through the provision of legal helplines and surgeries as well as taking direct cases. We are also involved in various research, and policy roles in these areas at a national and European level. Our experienced team of human rights lawyers collaborates with its partners to better improve human rights and social justice in Scotland and further afield.

We do this by providing legal services directly to individuals as well as policy, research and training activities. We currently operate **three centres of legal excellence**:

- 1. Scottish Refugee and Migrant Centre;**
- 2. Scottish Women's Rights Centre; and**
- 3. Scottish Anti-Trafficking and Exploitation Centre.**

We have recently announced that we will be launching a fourth centre this year: The **Scottish Public Interest Litigation Centre**. We also have a policy, research and training hub, **JustRight for All**, which supports our wider awareness raising, legal education and influencing work.

You can find further information about our vision, our values and our work on our website at [www.justrightscotland.org.uk](http://www.justrightscotland.org.uk).



## Role Description

<b>Number of Positions:</b>	At least 3
<b>Role title:</b>	Trustee
<b>Reports to:</b>	The Board of Trustees
<b>Length of contract:</b>	3 years, renewable
<b>Location:</b>	JRS Offices – Glasgow and Edinburgh
<b>Minimum Commitment:</b>	8 days per year Reasonable travel expenses reimbursed.

### The role of Trustee

You will help us shape the future of our innovative charity. This important role involves sharing responsibility for JRS' governance and strategy and ensuring the charity is administered effectively and in accordance with law.

For more information visit: <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>. This is a voluntary role but has great scope for personal development.

You will be asked to join one of our committees. We currently have four, but this may change in future. The current committees are:

- Finance and Audit
- Governance, risk, and compliance
- HR and board development
- Strategy, policy and communications

JRS is an organisation committed to equal opportunities and welcomes applications from all.

## Person Specification

		Essential	Desirable
<b>Knowledge &amp; Qualifications</b>	Eligible to become a charity trustee under Charity law. <a href="https://www.legislation.gov.uk/asp/2005/10/part/1/c/hapter/9">https://www.legislation.gov.uk/asp/2005/10/part/1/c/hapter/9</a>	X	
	Demonstrable skills in strategic oversight, development and team working.	X	
	Ability to understand basic accounts and finance		X
	Demonstrable interest in human rights, and working to achieve social justice		X
	Basic IT skills e.g. able to use Microsoft office and email	X	
<b>Skills and Experience</b>	Ability to work in, as well as support, a small team in a cooperative, flexible and supportive manner	X	
	Background in any of the following, whether in public, private or charity sector: <ul style="list-style-type: none"> <li>• Policy and public affairs</li> <li>• Strategy and strategic planning</li> <li>• Communications, media and PR</li> <li>• Administration</li> <li>• Finance, audit and risk</li> <li>• Fundraising</li> <li>• IT and digital strategy and innovation</li> </ul>		x
	Lived experience in any of our areas of work		x
<b>Qualities</b>	A commitment to the promotion of human rights and working to increase access to justice	X	
	Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity	X	