

**over a hundred years of connecting people**

# Role Description: Director

**Job title** Director of Birthlink Board

**Reporting to** Fellow Board members

**Background** A background in one or more of the following areas: using Birthlink’s services; adoption; marketing; finance or public relations; fundraising; business; social work; human resources; law; technology/digital IT; administration/secretarial work.

# Role summary

# To determine the overall direction and development of Birthlink through good governance and clear strategic planning.

* To assist the Board in achieving the objectives of the strategic plan.
* To participate in Board project subgroups as required.

**Main responsibilities of the Director**

* A good understanding of Birthlink’s work, an ability to monitor progress with a task, work effectively in a team and complete allocated tasks.
* Strategically assess where a task fits into the overall organisation strategy and to work with Birthlink staff to ensure the agreed outcome.
* Maintaining good sound financial management of Birthlink’s resources ensuring expenditure in line with Birthlink’s objectives.
* Contributing knowledge from own experiences to help implement Birthlink’s strategies.
* Understand risk assessment required working with Birthlink’s strategies.
* Support and encourage the Board in their work and to design and facilitate the organisation’s approach to achieving strategic objectives.
* Be an active champion of the organisation.
* Build relationships and rapport between Board and staff. Supporting and motivating all staff, recognising exceptional work which goes over and above expectations.
* Encourage and support Birthlink’s values and culture.
* Attendance at Board meetings and the AGM

**Qualities of a Director**

**Essential**

* An understanding of the Scottish Governance Code for the Third Sector, an understanding of good governance, OSCR, Companies House requirements, relevant legislation and statutory requirements.
* An understanding of the challenges facing small charities in maximising income streams, maintaining sustainability and developing new business.
* An understanding of Birthlink’s constitution
* Excellent written and verbal communication skills

**Desirable**

* Knowledge of the voluntary sector.

**Time commitment and location**

* The board meets between 8 and 10 times a year. A minimum of 75% attendance is expected and attendance at the AGM. All Directors must either be or become members of Birthlink. Papers for the Board will be issued one week before the meeting.
* You will probably be a member of a sub-committee which will meet as often as required to achieve the agreed outcome
* Board meetings and the AGM are held, on Tuesdays at 16.00 at the organisation’s premises: 21 Castle Street, Edinburgh, EH2 3DN