



Board of Trustees

Candidate Pack

2020

Introduction

LGBT Health and Wellbeing (LGBT Healthy Living Centre) was set up in 2003 to promote the health, wellbeing and equality of lesbian, gay, bisexual and transgender (LGBT) people in Scotland. It provides support, services and information to improve health and wellbeing, reduce social isolation and stimulate community development and volunteering.



LGBT Health and Wellbeing has a critical role to play in addressing the very real health inequalities that continue to persist amongst LGBT communities in Scotland, and we will continue to strive for better outcomes for LGBT people. It is clear that our work is not yet done. Many barriers still exist to LGBT people's full participation, and health and wider inequalities continue to stand in the way of individuals achieving their full potential.

The demand for our services has certainly never been higher. And we've seen our programmes continue to evaluate very strongly.

The role of the Board plays an important part for the organisation and is vital to our continuing success in delivering vital services for the LGBT community as well as our ever-developing role as a key policy influencer in Scotland.

This pack outlines the role and skills we are looking for, as well as the selection process you can expect. We welcome your application and look forward to discussing the opportunity available in more detail.

Our Board

LGBT Health and Wellbeing is governed by a Board of Trustees, who are who are responsible for ensuring that the charity is well-managed in line with its vision and mission and that it abides by its charitable objectives.

Our Board of Trustees is made up of a range of individuals from across the community who bring wide perspectives from different sectors of Scottish life and ensure that the organisation maintains a clear focus on our strategic objectives and vision. Alongside regular Board meetings, Trustees contribute their expertise to the organisation through the Trustee-led Marketing and Communication, People and Audit, Finance and Fundraising Subcommittees.

Details of our current Board members can be found on our website, here: <https://www.lgbthealth.org.uk/about-us/board/>



Role Profile

Role Title	Director, Board of Trustees
Time Commitment	Approximately 4-6 hours per month
Salary	Voluntary Position (reasonable expenses paid)

Main Purpose of Role

The Board of Trustees is responsible for making the strategic decisions about the organisation and ensuring it is well managed in line with its vision and charitable purpose.

Principal Responsibilities

Provide strategic leadership and support effective governance of the organisation.

Together with the Board, provide leadership to the charity to;

- Ensure that the Board regularly reviews major risks and associated opportunities
- Ensure that the Board fulfils its duties of sound financial health of the charity, through scrutiny of established systems for financial accountability
- Support ongoing improvement in the governance arrangements for the organisation, through effective reference to, implementation of and regular review of the Board's governance framework and schedule of delegation

Support the Board to ensure that the organisation operates within its charitable objectives, and that it provides a clear strategic direction for the Charity in concert with the senior management team.

Attend bi-monthly meetings of the Board, scrutinising papers in advance, participating in discussions and taking forward actions as required. Actively participate in a subcommittee, as relevant.

Work together with the other Trustees to develop and share the knowledge and experience of all Trustees, including through participation of an annual Board Development Day.

Act as an ambassador for the organisation within the LGBT community, to external stakeholders and beyond.

Additional Information

The Board has 3 sub-committees, each chaired by an individual trustee and supported by other trustees and staff. These focus on (i) People; (ii) Audit and Finance; and (iii) Communications and bring issues and suggested recommendations in these areas to the attention of the Board and for approval at Board meetings.

Person Specification

Category	Skill / Attributes	Essential / Desirable
Experience / Qualifications	Ability to think in a strategic fashion and appreciate the distinction between strategic governance and operational delivery.	Essential
	Experience of operating at a strategic level within an organisation	Desirable
	Experience of charity governance and working with or as part of a Board of Trustees	Desirable
Knowledge / Understanding	Broad knowledge and understanding of the LGBT community/sector and current issues affecting it	Essential
	Strong leadership skills, ability to motivate staff and volunteers and bring people together	Desirable
	Good understanding of charity governance issues	Desirable
	Financial management expertise and a broad understanding of charity finance issues	Desirable
Personal Skills	Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause	Essential
	Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role	Essential
	Strong networking capabilities that can be utilised for the benefit of the charity	Essential
	Ability to commit time to conduct the role well, including attending meetings and events out of office hours	Essential

We are currently particularly interested in hearing from people with skills in;

- third sector management;
- mental health;
- public service design and delivery, and
- communications.

These would be helpful in complementing the Board's existing skills base however we would welcome applications if you do not have experience in these areas.

Along with desirable skills, we are looking to welcome interest from groups underrepresented on the Board, such as people identifying as women, bisexual, trans and non-binary, ethnic minority and people with disabilities of all ages would be particularly welcome, whether or not you have been a trustee before.

Recruitment Process

How to apply

Please complete the attached application form and send this to vice.chair@lgbthealth.org.uk

Overview of Process

We will acknowledge your application and arrange for an informal meeting to discuss your application and your interest in the role. We will aim to provide you with a good overview of the organisation and what the role entails. If we both think you're a good fit and you're still interested, we will progress to the next stage.

You will then be invited to meet the Board and observe at a meeting. We will provide you with a buddy from the Board to support you and answer any questions you have. You will need to observe and participate in a few more Board meetings and subcommittee meetings then the Board will look to co-opt you to formally appoint you as a trustee.

Further Information

For further information or for an informal discussion about the role please contact vice.chair@lgbthealth.org.uk

You can find information on our mission, purpose, governance and strategic plan via our website at www.lgbthealth.org.uk