**ROYAL SOCIETY FOR HOME RELIEF TO INCURABLES, EDINBURGH**

**DIRECTOR RECUITMENT – ROLE PROFILE**

**PERSON SPECIFICATION**

We are looking for individuals motivated by and committed to supporting the Society and its purpose in providing financial assistance to people living in the community who are unable to work.

Applicants should:

• Have an interest in supporting people in the community who are unable to work

• Have a strong track record of achievement in their chosen field

• Have excellent communication skills

• Have analytical, audit & risk assessment and strategic planning knowledge and skills

• Have the ability to work effectively in a group, contributing to discussions and

challenging constructively

• Be prepared to share knowledge, experience and expertise

• Have knowledge of finance, including charity accounting

• Have knowledge of third sector governance

We hope to receive applications from a wide range of talented people

irrespective of their religion or belief, gender, age, gender identity,

disability, sexual orientation, ethnic origin, political belief, relationship

status or caring responsibilities.

We have recently undergone a governance review and whilst all

applications are appreciated, we particularly welcome applications

from groups currently under-represented on our Board:

• People from Black, Asian & Minority Ethnic backgrounds

• People under sixty

• People with disabilities.

A priority is to increase the diversity of skills, knowledge and experience on the Board so we more closely reflect the communities we work with and are opened up to new perspectives. While we appreciate that no single Board member can have all of these, we are particularly interested in applications from individuals with the following backgrounds:

* Healthcare professional with community experience
* Welfare & social care
* Financial and/or Investment Management

All applicants must also have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee.

For more information, please go to:

https://scvo.org/running-your-organisation/governance/roles-responsibilities

https://oscr.org.uk/managing-a-charity/trustee-duties/

**DUTIES & RESPONSIBILITIES**

Overview

The responsibility of a Director is to direct the affairs of the charity through efficient, effective and accountable governance, ensuring that the organisation is solvent, professionally-run and acts in accordance with its stated aims and objectives.

Directors are responsible and accountable for the overall strategic leadership and direction of the Society and safeguarding its assets.

Please see Office of the Scottish Charity Regulator (OSCR) guidance here:

<https://oscr.org.uk/managing-a-charity/trustee-duties/>

Specific duties & responsibilities

1. To contribute to Society’s governance within best practice frameworks and in accordance with appropriate legislation.

2. To act in Society’s interest, operating in a manner consistent with its purposes and acting with care and diligence, putting the charity’s interests before their own or any other person or organisation, declaring any potential conflict of interest. Directors should act in the best interests of the Society as a whole and not as a representative of any group.

3. To act with the care and diligence that it is reasonable to expect of someone managing another’s affairs, ensuring the Society operates in a manner consistent with its specified purpose as laid out in the Royal Charter.

4. Respect individual, Committee, Board and organisational confidentiality.

5. To oversee finances and approve annual budgets.

6. To develop, approve and oversee Society’s strategic direction.

7. Ensure the Society’s resources are employed responsibly, efficiently and effectively.

8. Proactively participate in and be responsible for Board decisions, with due regard to any advice.

9. Prioritise Board and Board Committee attendance, prepare fully for all meetings and actively engage in discussion, debate and voting in meetings.

10. Contribute specific skills, knowledge and experience to assist the Board in discharging its responsibility. This will include sitting on Board Committees, scrutinising reports as well as providing specific advice and guidance on issues where a Director has particular expertise.

11. Develop a constructive and effective working relationship with other Directors

and employees.

**DATA PROTECTION AND GENERAL DATA PROTECTION REGULATIONS**

Potential Directors should be aware that Society is required to share their personal information with Companies House and OSCR.

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**TIME COMMITMENT**

On average, a Director would be expected to undertake the following:

• Four Board/Committee meetings a year (usually on a Monday

 in January, March, June & October, 14.00 - 16.00, held in Edinburgh)

• To sit on at least one Board Committee, with an average of four to six meeting a year per committee (Committees are usually held on the same days as Board meetings).

**REMUNERATION**

The position is not remunerated. Reasonable expenses may be paid in accordance with the Society’s policies.

**HOW TO APPLY**

To apply please submit a CV with a covering letter (not more than two pages) explaining your relevant experience and why you are applying for the role to charity@scott-moncrieff.com. The closing date is Tuesday 22 September 2020 at 5pm.