

## Paws for Progress CIC: Board Members (voluntary positions)

Paws for Progress CIC (Community Interest Company) are looking for experienced professionals to join our Board of Directors. We are looking for motivated individuals who share our values and are enthusiastic about the potential of human-animal interactions to positively change lives.

Established in 2014 Paws for Progress is dedicated to improving the lives of people and animals. We do this by developing and delivering educational programmes and tailored animal assisted interventions to groups in society most needing support. Our work can broadly be divided into services working within Scottish prisons to improve outcomes for people in custody, and services aimed at enhancing outcomes for children and young people in community and educational settings. Our rescue dog training programme at HMP & YOI Polmont has been running successfully since 2011 and continues to expand to benefit the students and dogs participating.

*"The dogs – they change the way you think and the way you act. They trust you, it's that mutual bond. You think you're helping them, but they're helping you too".* Student, Paws for Progress.

Our prison based services provide valuable training, education and support to young people and adults in custody, who in turn provide training for our team of Ambassadors, essential life skills for rescue dogs to help increase their chances of successful adoption, and advanced training for assistance dogs prior to their placement with families in the community.

Paws for Progress CIC is a small organisation, led by a Board with a range of backgrounds, and with an annual income over £180k and 4 full time members of staff.

We would like to recruit several new Board members with relevant expertise in one or more of the following areas

- Human resources
- Legal
- Finance
- Criminal Justice
- Youth Work
- Policy
- Fundraising
- Third Sector
- Education

We are in a period of transition as we develop our business and we are seeking individuals who can support the organisation through the process of change. Board members are expected to attend approximately 6 Board meetings a year in Stirling, and other and occasional events, and to be able to commit to approximately 4 hours a month towards Board activities. All Board roles are voluntary but out of pocket expenses to attend Board meetings and related events will be reimbursed. A role description is available below.

For more information on our organisation and services, please visit: <https://pawsforprogress.co.uk/>

Applicants should submit an up to date CV and cover letter explaining their interest in the role and highlighting relevant expertise to Ashley Ryan - Chair of the Board of Directors [recruitment@pawsforprogress.co.uk](mailto:recruitment@pawsforprogress.co.uk)

**Closing Date – Midnight 31<sup>st</sup> August 2020**



## PAWSFORPROGRESSBOARD MEMBERS: ROLE AND PERSON SPECIFICATION

### The Organisation

Paws for Progress CIC (established in 2014) is a non-profitable organisation dedicated to improving the lives of people and animals. Please visit our website for further information on our organisation and our activities: <https://pawsforprogress.co.uk/>

### The Role

- Ensure that Paws for Progress complies with its governing document (Articles of Association), and all relevant legislation and regulations
- Ensure that Paws for Progress pursues its objects as defined in its governing document
- Contribute actively to the Board of Directors by giving firm strategic direction to Paws for Progress
- Help develop our business and strategic planning
- Set overall policy, define goals, set targets, and evaluate performance against agreed targets
- Monitor the financial position of the organisation to maintain financial sustainability
- Act in the best interest of the organisation to safeguard our values and reputation
- Maintain confidentiality around any sensitive or confidential information received in the course of their duties

In addition to the above duties, Board Members should use their specific skills, knowledge or experience to support the Board in reaching sound decisions, this may involve leading discussions, identifying key issues and providing advice and guidance on new initiatives.

### Person specification:

- A commitment to the mission and aims of Paws for Progress
- A willingness to work collaboratively in pursuit of the organisation's aims
- Experience or skills in at least one of the key areas identified by the Board of Directors
- A willingness and ability to meet the minimum time requirement
- The ability to form positive and productive relationships with other Board members, staff team and partners
- Effective communication skills and willingness to actively participate in constructive discussions
- Good numeracy skills, to the extent required to understand spreadsheets and accounts
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- An understanding of good governance in the third sector
- A willingness to learn, develop and examine your own performance

**Hours:** Six Board meetings a year in Stirling, active involvement in at least one sub-committee, and occasional request to represent the organisation at relevant events (anticipated commitment of approximately 4 hours per month). Appointed Director will be expected to engage in an induction process on taking up their position (covering organisational structure, services, governance, and financial overview).

**Salary:** All Board roles are voluntary but out of pocket expenses to attend Board meetings and related events will be reimbursed.

