

**“To be the driving force towards financial wellbeing for the people of Scotland”**

**Money Advice Scotland**

**Trustee Recruitment pack**

# September 2020

Contents

Foreword from our Chair ................................................................................................................. 3

About Money Advice Scotland (MAS) ...............................................................................................3

The need for change in governance.................................................................................................. 4

Role and Personal specification ........................................................................................................ 4

Time commitment...............................................................................................................................5 Remuneration, and how to apply for the role ....................................................................................6

## Foreword from our Chair

Thank you for showing interest in becoming a Trustee at Money Advice Scotland. As mentioned elsewhere we are implementing a new governance structure, and these appointments are part of a “new look” Money Advice Scotland. We are seeking to appoint additional Independent Trustees who have a passion for our work and want to engage and help us deliver our mission and vision. The new Independent Trustees will augment the existing Board which currently consists of 4 Independents and 6 individuals who are directly involved in the provision of debt advice, a key part of Money Advice Scotland’s mission. We believe this blend of Independents with relevant business expertise places us in a strong position going forward and provides proper oversight of Money Advice Scotland’s strategy and operational performance.

We are really keen to attract those with specific skills to spearhead the implementation of our strategy. We particularly welcome those with past and present experience in governance, in any sector, and who can bring particular expertise in the following areas ‐ digital infrastructure and applications; cyber security; legal; human resources; business/political lobbying; and academic research. Training will be given to new Trustees where appropriate. We want to recruit people who share our passion and who want to make a difference to society, particularly at a time when debt is predicted to become an increasingly challenging issue. **John Poole, Chair Money Advice Scotland**

## About Money Advice Scotland (MAS)

Money Advice Scotland is Scotland’s money charity. Established in 1989, the organisation has grown significantly, but retains its core activities in promoting free independent debt advice and personal finance education. Our mission is “to be the driving force towards the financial wellbeing for the people of Scotland”. Our vision is “A fairer Scotland where people are not stigmatised by debt”. We are a vibrant organisation whose staff want to be the leader, and not the follower.

The organisation has a five-year strategy in place, which includes the following strategic objectives:

1. Lead the delivery of money advice training and education
2. Improve financial health and wellbeing
3. Influence social and public policy
4. Advance the availability of digital services and products

At the heart of our organisation is our values which are the cornerstone of our daily work. Staff are challenged regularly to demonstrate that they uphold the values, which are front and centre here at MAS.

* **Open**: *We are accountable and inclusive*
* **Passionate**: *We care about what we do*
* **Progressive**: *We are advocates for social change*
* **Effective**: *We make an impact*

In terms of our social conscience we are a Living Wage Employer, and we also take the environment seriously and ensure that we recycle paper, aluminium cans etc.

We donate to good causes, and staff themselves are very active in identifying causes close to their heart. Over the past few years staff have given very generously to the “Spirit of

Christmas” campaign which has helped significant numbers of children in Glasgow have a Christmas with gifts, the same as other children.

Staff also give blood on a regular basis.

As an organisation we hold the Investors in People Gold standard, which is important to us, as it is a recognition of what we do here on a daily basis, which is of a high standard that has been measured and assessed independently.

## The need for change in governance

The organisation was incorporated on 9 April 1992, having been set up in 1989. As with any organisation, as part of good practice in governance, you look at what the world is like that exists around you, and how that has changed, and make the necessary changes. Over time we have seen changes to company and charitable law, particularly the emergence of the Office of the Scottish Charities Regulator, and emerging good practice. To that end we conducted an independent governance review (with all stakeholders) in spring 2019, as to what the arrangements should look like in the future, and part of that review concluded the need for change in the actual governance, to bring on board Independent

Trustees/Directors to sit with the debt advisers which knowledge of the sector. This became known as the “mixed economy” model. It was felt this would lead to improved decision making, and future governance and would address some of the issues of conflict of interest. To date we have secured 4 new independent Trustees

## Role and Personal specification

The main responsibilities of the Trustees/Directors, which is a non‐Executive role, within

Money Advice Scotland are as follows:

1. To serve on the Governing body of Money Advice Scotland. Ultimately

Trustees/Directors have responsibility for ensuring the direction of the organisation, and its solvency. Also, that it is well run and meets its charitable objectives as set out in its Articles of Association.

1. To give strategic direction, setting policy, and setting outcomes and outputs, which are measurable and achievable
2. To act as a critical friend of the organisation – challenging where appropriate
3. To ensure adherence to the specific statutory duties of a Trustees/Directors as set out in the Companies Act, and the Charities and Trustee Investment (Scotland) Act 2005. A Trustee/Director may also be known as a Board member. The company,

which is limited by guarantee, is also a charity registered with the Office of the Scottish Charity Regulator (OSCR)

1. To use skills, knowledge, expertise and experience to assist in moulding the development of Money Advice Scotland in order to reach sound decisions
2. To contribute new ideas to Board meetings
3. To act as an Ambassador for Money Advice Scotland, to promote Money Advice Scotland, and where appropriate to seek funding in respect of the overall strategic plan
4. To scrutinise Board papers and lead discussions and focus on key issues
5. To regularly attend Board meetings, and any Strategy/development days. Also, to attend the Annual General Meeting in the autumn, and Conference in June.
6. To participate in sub‐Committees and work with staff accordingly
7. To uphold the values of the organisation
8. To monitor the performance of the Chief Executive, and the Senior Management Team, as appropriate

## Person specification

1. Commitment to Money Advice Scotland and an empathy with, and commitment to its vision, mission, and values
2. An understanding of, and commitment to the charitable/third sector
3. Integrity, strategic vision and leadership, good independent judgment, and a willingness to speak your mind and challenge
4. Individuals who are imaginative and unique
5. Individuals who are willing to see the big picture and assess risks

**We are particularly interested to hear from applicants who have experience of the digital agenda, including infrastructure, applications and cyber security. Also, those who have a background in the wider political climate and is familiar with the machinery of government. We are also seeking a Trustee with experience in HR or legal matters.**

## Time commitment

The Board meets at least 4 times per year, also there is an expectation that

Trustees/Directors will attend the annual General Meeting. Meetings generally last about 2 hours. Sub Committees are generally shorter meetings. Most (if not all) meetings for the foreseeable future will take place by video conference, due to current restrictions imposed by the COVID pandemic.

Board papers are usually issued one week in advance of the meeting.

Trustees/Directors will be asked to join Board Committees, including Finance and Business Review; Nomination and Remuneration; Audit and Risk; Membership; Policy, and Conference.

## Remuneration, and how to apply for the role

Although this is a voluntary position, reasonable expenses for travel and subsistence will be reimbursed.

The appointment will be for a fixed term – agreeable to both parties.

If this post sounds like you are an excellent fit to the job description, and would like to make a real difference to the people of Scotland, please complete a CV, and provide a personal statement as to why you wish to be considered for the position, and how you match the role requirements. This should be no more than 2 sides of A4. It should be sent marked private and confidential – Trustee application, to y.macdermid@moneyadvicescotland.org.uk

For an informal discussion please call 07846325811, and ask for Yvonne MacDermid, who is the Chief Executive, who can arrange a call with our Chair, if required.

**Applications are open until 4.30pm on 2 October 2020**

Shortlisted candidates will be contacted, and formal Interviews will take place on **Monday** **and Tuesday, 2 and 3 November 2020**