

Charity Trustee Recruitment Pack



November 2020



In this information pack you will find the following information:

- Message from our Chair
- Our work
- The Opportunity
- The Role
- The Key Attributes
- How to apply



Message from our Chair

Dear Candidate

Thank you for taking an interest in joining our organisation. The Green Action Trust is a long established environmental charity which has been around in a number of forms since the 1980s. We have a considerable responsibility for the delivery of the Central Scotland Green Network, one of Europe's largest greenspace infrastructure projects, however we are also actively engaged in urban regeneration and environmental initiatives, particularly working in partnership with local authorities.



To meet our future ambitions, we recently refreshed our charitable purposes, brand identity and governance. These changes have been well received by partners and we now look forward with confidence to the future. To ensure we deliver on our strategic priorities, we need to strengthen the general skill base of the Board. In particular, we are looking to meet candidates that have a background in one or more of the following disciplines: Marketing, Communications, Finance, Legal, Personnel, Business Development and/or Corporate Administration.

If you feel you can assist the Board to take forward its exciting programme, we look forward to hearing from you. We are committed to building a diverse Board, so we welcome applications from all sectors of society, regardless of ethnicity, age, gender, disability and/or religious persuasion.

The Green Action Trust is the trusted delivery partner focused on environmental and regeneration outcomes for Scotland. We work with a range of private, public and third sector partners across Scotland to turn ideas into tangible change, to build more sustainable communities and a greener country.

We plan, collaborate and deliver positive action across the country to achieve Scotland's climate change ambitions, as well as identify and deliver opportunities for improving greenspaces in both urban and rural settings. We are specifically responsible for the delivery of the Central Scotland Green Network Plan, the largest green infrastructure project in Europe.

Our sector-leading expertise allows us to make a significant contribution to building a better country through:

- Climate change action
- Environmental and urban regeneration
- Green infrastructure development and delivery
- Green active travel
- Productive use of vacant and derelict land
- Woodland creation and management
- Habitat creation and management
- Community greenspace development



The opportunity



We are an ambitious organisation with a great opportunity to assist Scotland with its climate change challenges. We have embarked on an important process of change which includes adding new members to our Board, broadening the skill set so that we can provide the Trust with the leadership that it needs.

As a member of our Board of charity Trustees, your focus will be to assist us strategically applying your specific skills and experience to ensure we meet all our commitments. It would be helpful if you had previous Board experience although this is not essential. We respect that your time will be limited so we want to be clear about our expectations. If you can commit about a day per month this will meet our needs.

We have a very capable and competent Chief Executive and senior management team who will provide you with all the support you'll need to ensure that your time is spent providing us with your expert guidance and knowledge. We do not expect you to get involved in the operational detail of managing the Trust, but we will want your assistance to help shape our policy and strategic plans.

If you have an interest in the environment and want to put your professional skills towards a very valuable purpose, the Green Action Trust could be the place for you.

Key Priorities

1. Provide leadership and set the overall direction of the Trust
2. Direct the Trust's strategy and structure
3. Monitor, and be responsible for, the performance of the Trust
4. Ensure that the Trust complies with relevant legal and regulatory requirements
5. Act as guardian and custodian of the Trust's assets
6. Ensure that the governance of the Trust is effective



The Key attributes



- Commitment to the charitable purposes of the Green Action Trust
- Understanding of the legal duties, responsibilities and liabilities facing charity trustees
- Willingness to devote the necessary time and effort to the role, including undertaking training
- Knowledge/appreciation of the type of work undertaken by the Trust
- Commitment to taking forward environmental initiatives and promoting sustainable development
- Ability to contribute to at least one or more functional responsibilities associated with good governance – e.g. finance, legal, environment, communications, marketing, planning, health and safety etc

Why join?

- Working on a charity Board can be fun; we want this to be a positive experience for you
- We want to make sure our focus is positive and not overly bureaucratic, so we will concentrate on our future and spend less time scrutinising the past
- We will provide you with an induction programme, so you don't need to know everything straight away
- 96% of people who sit on charity Boards say they develop new skills
- And 84% of people say that it has helped their professional and personal development
- This is a great opportunity to help shape our charity as a leading force for good



How to apply



The Office of the Scottish Charity Regulator advises all charities that they should embark on a robust process of recruitment and assessment for the recruitment of charity Trustees. We want to make applying to join us as simple as possible, however we do need to observe OSCR's guidance.

It would help us if you would submit, by email, to our Chief Executive, the following things:

- a) **A covering letter setting out your interest in the role**
- b) **An up to date CV**
- c) **Detail of two referees**

For an informal discussion and details of our Governance Framework, please contact:

Derek A. Robertson, the Trust's Chief Executive, on derek.robertson@greenactiontrust.org

Closing Date for applications: Tuesday 8th December

Recruitment process



Closing Date for applications:	Tuesday 8 th December
Shortlisting will take place by:	Friday 11 December
Interview meetings will be on:	Monday 14 th , Tuesday 15 th and/or Wednesday 16 th December*
Attending	Chairman and Chief Executive
Style of meeting:	Semi formal
Location:	Green Action Trust Offices, Shotts (This is our preference)
Covid -19	Interviews will observe all necessary Covid-19 protocols. If the regulations do not allow face to face meetings, we will use an on line format

* Shortlisted candidates will be asked to identify their preference

Our details



t: 01501 822015

a: Hillhouseridge, Shottskirk Road, Shotts, Lanarkshire ML7 4JS

w: www.greenactiontrust.org

tw: @greenactionT



Green Action Trust Green Action Trust is a company limited by guarantee, registered in Scotland, No. SC093544. Registered office is Hillhouseridge, Shottskirk Road, Shotts, Lanarkshire ML7 4JS. Green Action Trust has charitable status, No. SC015341, and is regulated by the Office of the Scottish Charity Regulator (OSCR).