Dear Applicant,

**Trustee Application Pack for JustRight Scotland**

Thank you for your interest in applying for the volunteer role as Trustee at JustRight Scotland and Board member at JRS Knowhow.

This is an incredible opportunity for a dynamic and creative individual to play an important part in supporting and overseeing the development of JRS Scotland and JRS Knowhow.

This application pack contains the following information:

* About JustRight Scotland
* About JRS Knowhow
* Job Description
* Person Specification
* Application Form
* Equality and Diversity Monitoring Form

**The closing date for applications is 5pm on 30th April 2021.**

**Interviews will take place during week commencing 10th May 2021 (please note this is a provisional date) online, via Zoom.**

**Please email completed applications to Jenny Cook at****jenny@justrightscotland.org.uk****with the header PRIVATE AND CONFIDENTIAL.**

If you would like this information in a different format, or have any questions about applying, please contact Jenny on 0141 406 5350. We will be happy to arrange a conversation with a current Trustee if you would like to understand more about the role.

**Colin McKay**

**Chair of the Board of Trustees of JustRight Scotland**

**JustRight Scotland**

JustRight Scotland (JRS) is Scotland's legal centre for justice and human rights. We use the law to defend and extend people’s rights.

All our projects work in areas in which gaps in access to justice lead to discrimination and disadvantage. We believe in inclusion and social justice collaboration, working with other organisations to develop new ways to provide expert legal advice and information and influence law and policy.

We provide legal services directly to individuals, including representation and advice and supporting strategic litigation. We contribute to policy development, research and deliver training and outreach. We test new models for connecting legal expertise to groups working to advance human rights and share what we learn along the way.

We operate **four** **centres of legal excellence**:

1. Scottish Refugee and Migrant Centre;
2. Scottish Women’s Rights Centre;
3. Scottish Anti-Trafficking and Exploitation Centre, and;
4. Scottish Just Law Centre

We also have a policy and research hub, JustRight for All, which supports our wider awareness raising, legal education and influencing work.

You can find further information about our vision, our values and our work at [www.justrightscotland.org.uk](http://www.justrightscotland.org.uk/)

**About JRS Knowhow**

We are currently launching a new initiative, JRS Knowhow. It is a social enterprise and a subsidiary of JustRight Scotland, all profits will be donated to help us further our charitable mission. JRS Knowhow has been established to develop and deliver training, knowledge transfer and skills development in law and human rights. It will help people and organisations share great ideas and teach important skills, using technology and best practice in accessible methods of learning.

We have recently recruited two staff to work in JRS Knowhow, a Social Enterprise Lead and a Learning and Development Co-ordinator. Members of the Executive Team of JRS also contribute costed time to this initiative. JRS Knowhow will have its own Board members, two of whom will also be Trustees of JustRight Scotland. We are therefore seeking to expand our Board of Trustees to ensure that we have the skills and capacity to support this new enterprise. We are looking for candidates who have skills and experience relevant to both roles.

**Role Description**

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| --- | --- |
| **Role Title:** | Trustee of JustRight Scotland & Non-Executive Director of JRS Knowhow |
| **Reports to:** | The Chair of the Board of Trustees of JustRight Scotland |
| **Term of Office:** | Three years, renewable for one additional term |
| **Location:** | Meetings are held remotely or in JRS Offices in Glasgow or Edinburgh (currently online) |
| **Minimum Commitment:** | 8 days per year |
| **Renumeration:** | This post is unremunerated but reasonable travel expenses will be reimbursed |

You will contribute to shaping the future of this innovative charity. This important role involves sharing responsibility for JRS’ governance and strategy and ensuring the charity is administered effectively and in accordance with law. For more information visit: https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/.

You will also play an important part in supporting and overseeing the development of JRS Knowhow, a new social enterprise which will operate as a wholly-owned subsidiary of JRS. As a Non-Executive Director of JRS Knowhow you will share responsibility for its success, including its financial viability, and for its compliance with all relevant regulations.

**Your Skills and Experience:**

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| **Essential criteria** |
| Skills in strategic oversight, organisational development and team working. |
| Strong interpersonal skills and ability to build positive working relationships |
| A commitment to the promotion of human rights and social justice for all people in Scotland |
| Ability to understand basic accounts and finance (training is also provided) |
| Eligible to be a charity trustee under s69 of the Charities and Trustee Investment (Scotland) Act 2005 (see <https://www.legislation.gov.uk/asp/2005/10/part/1/chapter/9> for details). PVG check required. |
| **Desirable criteria** |
| Demonstrable understanding of the governance of a social enterprise, **or** experience of developing, delivering or managing remote learning  |
| Experience of business planning, especially in the context of a new start-up.  |
| Background in any of the following, whether in public, private or charity sector: governance, strategy, policy, IT/digital, fundraising and income generation, communications, human resources, finance, audit and risk.  |
| Lived experience in any of our areas of work |

**Person Specification**

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| --- | --- | --- | --- |
|     |   | **Essential**  | **Desirable**  |
| **Knowledge &** **Qualifications**  | Demonstrable skills in strategic oversight, organisational development and team working.    | X |  |
|   | Ability to understand basic accounts and finance  | X |  |
|   | Eligibility to become a charity trustee under charity law (see link above for details).  | X |  |
| **Skills and Experience**  | Ability to work in, as well as support, a small team in a cooperative, flexible, and supportive manner. | X |  |
|  | Demonstrable understanding of the governance of a social enterprise, **and/or** significant experience of developing, delivering or managing remote learning across a range of methods and platforms. |  | X |
|  | Successful experience of business planning, especially in the context of a new start-up. |  | X |
|   | Background in any of the following, whether in public, private or charity sector: governance, strategy, policy, IT/digital, fundraising and income generation, communications, human resources, finance, audit and risk.   |  | X |
|   | Lived experience in any of our areas of work   |  | X |
| **Qualities**  | A commitment to the promotion of human rights and social justice for all people in Scotland | X |  |
|  | A commitment to promoting equal opportunities and building a more accessible and inclusive environment. | X |  |

**JRS is an equal opportunities employer and welcomes applications from all.**

**Application Form**

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

**Please email completed applications to Jenny Cook at** **jenny@justrightscotland.org.uk** **with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Jenny Cook, JustRight Scotland, Room 1, 1st Floor, 39 St Vincent Place, Glasgow, G1 2ER.**

**The closing date for applications is 5pm on 30th April 2021 and interviews will take mid-May online, via Zoom**

Please note that due to limited resources, only shortlisted candidates will be contacted.

**CONTACT DETAILS**

 **Name**

**Address**

**Postcode**

**Email address**

 **Phone numbers (Day) (Evening)**

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application for appointment as a trustee, and as part of my appointment record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to accept an appointment as a trustee, and that any information given can be treated as part of any subsequent appointment.

Signed: Date:

**EDUCATION AND TRAINING**

Please list any education and training courses undertaken that are relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Dates** | **University/College/Other** | **Course/Qualifications** |
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**WORK EXPERIENCE**

Relevant experience, including any paid employment in the last ten years. Start with your current or most recent employment and list the remainder in reverse order.

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| --- | --- | --- |
| **Dates** | **Name/Address of Employer** | **Post or Activity & Main Duties/Responsibilities** |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

In this section, **we would like you to demonstrate how you meet the requirements for the role of trustee**.

Please outline the reasons why you are interested in becoming a trustee, and demonstrate that you meet the person specification by giving specific examples which show that you have the necessary skills, knowledge and experience for the role.

Please attach additional pages if necessary, but **do not exceed** **750 words** in answering this question.

**REFEREES**

Please give the names, addresses, telephone numbers and email addresses of two referees. One of these should be someone who has known you in a professional capacity. The other can be a personal reference. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.

**First Referee**

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| --- | --- |
| Name |  |
| Title or Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person known to you? |  |

**Second Referee**

|  |  |
| --- | --- |
| Name |  |
| Title or Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person known to you? |  |

**Equality and Diversity Monitoring Form**

JustRight Scotland values equality of opportunity and supports diversity. Please help us monitor our effectiveness as an organisation committed to equal opportunities by completing this form. **Please note that filling in this form is voluntary, and not required as part of the application process.** This form will be separated from your application form and will only be used for this monitoring purpose.

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| ***If completing this electronically, double click the tick box and select “checked”*** |
| **What is your gender?** **(e.g. male / female / non-binary / prefer not to say/prefer to self-describe)** |  |
| **Do you now or have you ever considered yourself to be a transgender person?** | **[ ]  Yes****[ ]  No****[ ]  Prefer not to say** |
| **Are you married or in a civil partnership?** | **[ ]  Yes****[ ]  No****[ ]  Prefer not to say** |
| **Age:** | **[ ]  16-24 [ ]  25-29****[ ]  30-34 [ ]  35-39****[ ]  40-44 [ ]  45-49****[ ]  50-54 [ ]  55-59****[ ]  60-64 [ ]  65+****[ ]  Prefer not to say** |

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| **What is your ethnic origin?***(Ethnic origin is not about nationality, place of birth, or citizenship. It is about the ethnic group to which you perceive you belong. Please tick the appropriate box)* | ***White*****[ ]  English [ ]  Welsh****[ ]  Scottish [ ]  Northern Irish****[ ]  Irish [ ]  British****[ ]  Gypsy/Irish Traveller****[ ]  Prefer not to say****[ ]  Any other white background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Mixed/multiple ethnic groups*****[ ]  White & Black Caribbean****[ ]  White & Black African****[ ]  White & Asian** **[ ]  Prefer not to say** **[ ]  Any other white/multiple background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Asian/Asian British*** **[ ]  Indian [ ]  Pakistani****[ ]  Bangladeshi [ ]  Chinese****[ ]  Prefer not to say****[ ]  Any other Asian/Asian British background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Black/African/Caribbean/Black British*****[ ]  African [ ]  Caribbean****[ ]  Prefer not to say** **[ ]  Any other Black/African/Caribbean/Black British background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Other ethnic group*****[ ]  Arab****[ ]  Prefer not to say****[ ]  Any other ethnic group:** |
| **Do you consider yourself to have a disability or health condition?** **What is the effect or impact of your disability or health condition on your ability to give your best at work?** *(The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the JRS staff member responsible for this recruitment)* | **[ ]  Yes [ ]  No****[ ]  Prefer not to say****Please write in here:** |
| **What is your sexual orientation?** | **[ ]  Heterosexual** **[ ]  Gay Woman/Lesbian****[ ]  Gay Man [ ]  Bisexual****[ ]  Prefer not to say** **[ ]  If you prefer to use your own term, please specify here:** |
| **What is your religion or belief?** | **[ ]  No religion/belief [ ]  Buddhist****[ ]  Christian [ ]  Hindu****[ ]  Jewish [ ]  Muslim****[ ]  Sikh [ ]  Prefer not to say****[ ]  Other religion or belief:** |
| **Do you have caring responsibilities?***(Tick all that apply)* | **[ ]  None****[ ]  Primary carer of a child/children (under 18)****[ ]  Primary carer of disabled child/children****[ ]  Primary carer of disabled adult (18 and over)****[ ]  Primary carer of older person****[ ]  Secondary carer (another person carries out the main caring role)****[ ]  Prefer not to say** |
| **Did either of your parents (or carers) have a university education?** | **[ ]  Yes (at least one parent / carer)****[ ]  No (no parents / carers)****[ ]  Prefer not to say** |