****

**Ceartas**

**Board Trustee/Directors**

**Background:**

Ceartas (pronounced KEIR-tis) is a Gaelic word meaning ‘equality, justice and fairness’. These are the values which we promote through our work with the people of East Dunbartonshire.

Ceartas is both a Company Limited By Guarantee, and recognised as a charity by HM Revenue and Customs, registered in Scotland with Companies House SC264199, and registered with OSCR SCO25369.

As such, members of our Board are referred to as either Directors (company) or Trustees (charity).

Ceartas has a strong board of volunteer Directors / Trustees, with a wide range of skills and experience that bring strong governance and direction to the organisation. Being a volunteer on our Board is an unpaid role that requires a degree of commitment, and as such we do not expect Board members to stay in post indefinitely.

**Our Mission Statement:**

“Ceartas provides an advocacy service for people in East Dunbartonshire irrespective of their cultural background, gender, beliefs or sexuality.

We are committed to providing a service based on the principles of equality, fairness and justice. We strive to ensure that the views and opinions of individuals are heard and respected, affecting in a positive way the lives of people using the service.

We have a responsibility to provide this service, ensuring the rights of individuals are always central, in compliance with national advocacy standards.”

Our work will be driven by the achievement of the following agreed outcomes:

1. To ensure more people are involved, in control, and able to influence decisions affecting them.
2. To provide independent accessible services which are responsive to the needs of the people and communities we serve.
3. To enhance the effectiveness and sustainability of Ceartas services.

**What we are looking for:**

We are actively seeking individuals who may be interested in joining our Board of Trustees/Directors now or in the future.

We are committed to Equal Opportunities and are looking to ensure we are representative and reflective of the communities we serve.

Whether you are an experienced Director or Trustee or looking to take your first steps onto a Board, we want to hear from you. Our Directors/Trustees will have skills, experience or passion for one or more of the following areas:

* Human Resources
* Finance
* Lobbying skills
* Fundraising
* Business development
* Ensuring services are accessible & inclusive
* Building effective and collaborative working relationships.
* Community Development

**Roles and responsibilities:**

As a Director/Trustee you will be involved in setting the strategic direction and main objectives for Ceartas, and having oversight of its operational, financial and regulatory governance. In this respect, the Board will be supporting the Chief Officer and the Ceartas Team to continue to deliver and develop quality Independent Advocacy Services for those that require these.

You will use your specific skills, knowledge or experience to help the Board reach sound decisions. You will provide leadership and challenge in a collegiate and positive way ensuring that people that use our services. are at the core of everything we do.

Director/Trustees will:

* Contribute to the development of a vital, independent advocacy organisation
* Ensure people in East Dunbartonshire get access to services they need and deserve
* Receive induction training as well as ongoing training opportunities
* Participate in networking and development days with other Board members and Ceartas staff
* Work alongside people with similar values and ethos

**We will support you by providing:**

* An induction process and on-going training opportunities
* Networking and development days with other Board Director/Trustees to develop Governance practice.
* Mentoring for anyone undertaking their first Director/Trustee post.

**What benefits are there in becoming a charitable Director/Trustee?**

This is an opportunity to be part of a dynamic, friendly, caring and experienced team. As a Director/Trustee you will have the opportunity to:

1. **Give something back:** Becoming a Director/Trustee is a fantastic way to give something back to your community.. You’ll be playing an integral part in the way the company/charity is run, ensuring it remains sustainable and financially viable. The help you provide will be invaluable.
2. **Meet new people:**Joining a new organisation or charity is a fantastic way to meet new people from a range of different personal and professional backgrounds.
3. **Learn new things:** Getting involved as a company/charity Director/Trustee is a great way to put your professional and other skills to use, but can also be a fantastic opportunity to learn new things. You’ll get great insight into what’s involved in the strategic management of companies/charities and gain skills on working well within a leadership role.

**Time Commitment:**

Board meetings are held bi-monthly in the late afternoons or evenings (2.5hrs). Sub committees meet between Board meetings as needed, usually quarterly (approx. 2hrs). Additional time commitments include training and development days once or twice a year and responding to urgent issues as needed.

**Application Notes:**

Deadline for applications: Monday 27 September 2021

Interviews: W/c 4 October 2021 (either in person or via Zoom)

For further information and to apply, please download the documents below.

For an informal chat with a current Board member please contact our Chair David Wiseman at handwiseman88@gmail.com and he will arrange to telephone you.