The Braveheart Association

Board Member Application pack

**1. Introduction**

The Braveheart Association is a SCIO (Scottish Charitable Incorporated Organisation) governed by a Board of Trustees. The Board is currently seeking to recruit new Trustees with the relevant experience and skills to ensure the organisation continues to develop and provide high quality services and be sustained long term.

***Our vision is to see the burden of long term conditions reduced, to the individuals who might develop them, to those who are already living with them, and to wider society as a whole.***

Our objectives are:

* To improve health, particularly in older adults
* To encourage people to take responsibility for sustaining and improving their own health
* To reduce inequalities in health
* To promote healthy living within our communities

We encourage applications from individuals with a variety of different experiences and backgrounds. Office bearer positions may be available for suitable candidates. We are therefore looking for individuals who share the vision of Braveheart and who have the motivation to contribute their skills and experience in helping the organisation continue to meet the growing health needs of the people we work with.

There are particular opportunities for individuals with one or more of the following key skills and experience:

\*Individuals with proven leadership skills, particularly, but not exclusively, within the voluntary/charity sector

\*Individuals who have worked or are working in a senior role in the voluntary, public or private sector

\*Individuals with strategic planning, social enterprise, marketing or human resource management experience

\*Individuals with experience in fundraising

\* Individuals with a good understanding of current legal, governance and strategic finance matters, particularly in the voluntary or charity sector

As a Board member you will be expected to act in the interests of the Association and you will have oversight and responsibility for all aspects of Braveheart governance and strategy.

Braveheart is committed to equality of opportunity in all aspects of our work and members will be appointed on merit. We welcome applications from people who will bring diversity to our Board of Trustees.

Further information can be viewed on the Braveheart website at www.braveheart.uk.net

**Application Deadline: Monday 1st November 2021**

**2. Job Description of a Board Member**

Statutory duties of board members (based upon the Office of the Scottish Charity Regulator (OSCR) guide – Guidance for Charity Trustees):

1. Ensuring the organisation complies with its governing document, charity law and any other relevant legislation or regulations
2. Ensuring the organisation pursues its objects as defined in its governing document
3. Ensuring the organisation uses its resources exclusively in pursuance of its objects
4. Contributing actively to the Board members’ role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. Ensuring the effective and efficient administration of the organisation
6. Ensuring the financial stability of the organisation
7. Safeguarding the good name and values of the organisation

Other duties

* Contribute to setting the vision and strategy for Braveheart.
* To oversee the fundraising strategy and ensure good financial planning.
* To manage, safeguard and protect the assets and resources of Braveheart and ensure that they are used only for the purposes set out in the memorandum and articles of association.
* To recruit, appoint and oversee the management of any staff and ensure compliance with best employment practice.
* To oversee the development and delivery of Braveheart’s business plan including monitoring and learning from the delivery of objectives and activities.
* To promote a culture of evaluation and learning within Braveheart and with its stakeholders.
* To manage and safeguard the reputation of Braveheart and oversee the strategy for external relations and stakeholder relations.
* To ensure a commitment to equalities throughout policy and practice of Braveheart.

**3. Trustee Recruitment Process**

It is the responsibility of the Board members to appoint new members. We do this by advertising openly. We then draw up a shortlist of potential members from the applications received and a panel of existing members will conduct a semi-formal interview (more than a chat but less than a job interview).

We’ll do all of this by looking at applicants’ skills and experience in relation to the person specification (section 4 below).

The Board normally appoints its new members at the AGM which, this year, is to be held on 10th November 2021, however, individuals can also be co-opted at any time.

**4. Board Member Person Specification – what we are looking for?**

The Braveheart Board is seeking individuals with the following general skills and qualities:

1. Commitment to the organisation’s aims and objectives
2. Willingness to devote the necessary time and effort
3. Understanding and acceptance of the roles and responsibilities of Board members of a voluntary organisation and of good governance.
4. Ability to think creatively and openness to new ideas
5. Understanding of the challenges the voluntary sector currently faces
6. Ability to offer a positive and supportive contribution to the organisation
7. Ability to work effectively as a member of a team
8. Strategic vision

Other requirements

You must be over 18 years and live in the United Kingdom

We are unable to consider applications from individuals who would be disqualified from being a committee member by the Companies Act or the Charity Act including anyone who has been convicted of a crime of deception or dishonesty unless the conviction is spent.

**5. Time commitment**

The time and frequency of Board meetings is reviewed annually. Presently, the Board meets every 8 weeks. Papers are usually sent out a week in advance.

Meetings normally take place in Falkirk, so applicants need to consider the logistics of participation. Joining the meeting using digital means has become more normal and there is an acceptance that this may be the preferred means on some occasions.

As well as preparing for and attending Board meetings you may take on additional responsibilities. For example, you may choose to become a lead member for a short life piece of work. This additional time commitment is not normally onerous and involves occasional meetings and phone or email contact with Braveheart staff.

**6. Expenses**

Board members are not paid for their duties, however, the cost of travel to and from meetings and other Braveheart events can be claimed. Additional administration costs (such as the cost of printing papers) can be reimbursed in agreement with the General Manager.

**7. How to apply**

If you are interested in joining the Braveheart Management Board, you should complete the following documents:

* The Board member application form
* The equal opportunities monitoring form (this does not form part of the selection process)

We will read your application carefully and will invite people who have the skills and qualities we are looking for to meet us for an informal interview to discuss your application and answer your questions. Please tell us if you have any specific needs that we should take account of.

Please email your application to [anne.black3@nhs.scot](mailto:anne.black3@nhs.scot) with ‘Board member application’ in the e-mail header. If you email your application and we invite you to informal interview we’ll ask you to sign the application at the interview.

Alternatively, please post your application to The Braveheart Association, Falkirk Community Hospital, Majors Loan, Falkirk, FK1 5QE

If you have any questions please contact Anne Black, Braveheart General Manager, or the current chair of Braveheart, Gordon Thomson on 07557861815 or by email [gordon\_thomson59@btinternet.com](mailto:gordon_thomson59@btinternet.com)

The Braveheart Association

Board Member Application Form

**Name**

**Address**

**Contact phone**

**number**

**Email**

**Previous**

**forenames (if any)**

**Previous**

**surname (if any)**

**Nationality**

**Date of birth**

**Supporting statement**

Please provide a **brief** summary of your relevant experience and skills. In particular please tell us about your:

1. Experience of working as part of a Management Committee/Board.
2. Understanding of the roles and responsibilities of Board/Committee members of a voluntary organisation and of good governance.
3. Understanding of the current challenges the voluntary sector faces

Please tell us if you have:

* A current job working in a senior role in a voluntary, public or private organisation OR
* A current job working for a voluntary or community based organisation OR
* A strong understanding of a key relevant area such as: business planning, social enterprise, evaluation, charity fundraising, finance, HR etc.

**Referees**

Please give the names and contact details below of two people who could provide a reference.

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| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Phone no:** | **Phone no:** |
| **Email:** | **Email:** |
| **Relationship:** | **Relationship:** |

# Declaration

I declare that to the best of my knowledge the information contained in this form is accurate and true.

I declare that I have not been disqualified from being a company director or charity trustee under Company or Charity law and I do not have an unspent conviction of a crime of deception or dishonesty.

**Signed**

**Date**



**Equal Opportunities Monitoring Form**

Confidential

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| **The Braveheart Association** is committed to selecting individuals solely on the basis of their ability to do the role for which they are being recruited, regardless of their race, colour, nationality, ethnic or national origins, gender, marital status, sexual orientation, religion or beliefs, age, disability or caring responsibilities. Please help us monitor the implementation of this policy by completing and returning this form. Your answers will be kept **strictly confidential** and are used for monitoring purposes only. This form will be detached from your application and will be treated as anonymous. It will **not** be seen by the panel which shortlists or interviews for the job.  Please complete all sections of the questionnaire by placing a tick (or by providing information where appropriate) in the classification box (□) applying to you in each section. |

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| **Post Applied For: Trustee/Director** |

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| **GENDER** |
| Male (including trans man) □  Female (including trans woman) □  Other □  I prefer not to answer this question □ |

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| **AGE** |
| 20 years or younger □ 41 – 50 □  21 – 30 □ 51 – 60 □  31 – 40 □ 61 years or over □  I prefer not to answer this question □ |

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| **CARING RESPONSIBILITY** |
| Do you have caring responsibilities (i.e. are you the primary caregiver to a child or children, or other dependents including disabled, elderly or sick adults)?  Yes □ No □  I prefer not to answer this question □ |

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| **DISABLITY** |
| According to the Disability Discrimination Act 1995 (as amended in 2005), 'disability' is defined as "a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities."  This definition includes impairments that relate to mobility; manual dexterity; physical coordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or, perception of the risk of physical danger, and also includes mental illness or mental health problems; learning disabilities; dyslexia; diabetes; epilepsy; and HIV, cancer and multiple sclerosis, from the point of diagnosis.  *(Note: This definition is provided in guidance on disability monitoring published by Trade Unions Congress, as recommended by the Disability Rights Commission).* Do you consider yourself to have a disability?   Yes □ No □  I prefer not to answer this question □  In terms of the Disability Discrimination Act 1995 (as amended in 2005) **The Braveheart Association** will take steps to make reasonable adjustments within the workplace to avoid those who have a disability in terms of the Act from suffering a disadvantage in comparison to those who are not disabled. |

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| **RELIGION OR BELIEF** |
| In order for **The Braveheart Association** to comply with Religion or Belief Regulations (The Employment Equality (Religion or Belief) Regulations 2003), we ask that you indicate your religion or beliefs by selecting one of the boxes below. These are the categories used in the 2011 Census:   Buddhist □    Christian:  Roman Catholic □ Protestant □ Other (please provide details): □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hindu □  Jewish □  Muslim □  Sikh □  Another religion □ Please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No religion □  I prefer not to answer this question: □ |

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| **ETHNIC ORIGIN** |
| In order to help **The Braveheart Association** tocomply with the Race Relations Act 1976 (as amended in 2000), please indicate your ethnic origin by selecting one of the boxes below. White Scottish □   Other British □  Irish □  Any other White background □  **Mixed**  Any Mixed background □ Asian, Asian Scottish or Asian British Indian □  Pakistani □  Bangladeshi □  Chinese □  Any other Asian background □  **Black, Black Scottish or Black British**  Caribbean □  African □  Any other Black background □ **Other Ethnic Background** Any other background □    I prefer not to answer this question□ |

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| **SEXUAL ORIENTATION** |
| In order for **The Braveheart Association** to comply with Sexual Orientation Discrimination Regulations (The Employment Equality (Sexual Orientation) Regulations 2003), we ask that you indicate your sexual orientation by selecting one of the boxes below:   Bisexual □  Heterosexual □  Homosexual □  Other □    I prefer not to answer this question □ |