

**Board Member**

**&**

**Trustee**

**Application Pack**



**Contents**

Letter for Applicants

Board member and Trustee Role descriptions

Equalities Monitoring form

Declaration of Interests form

Fit and Proper Person statement

Data Protection Privacy notice for applicants

Hello – and thank you for your interest in becoming a Board Member and Trustee of Bright Light Relationships Counselling.

As stated in the advert that led you to us, this well-established relationship counselling charity works to promote a better quality of life and wellbeing for our clients and their families in Edinburgh and the Lothians through supporting them to develop strong positive relationships.

Having recently sold our premises in central Edinburgh, Bright Light is on a sound financial footing and in a strong position to develop staff and services to meet client needs going forward. Capital invested following the sale will also generate an income stream to ensure delivery of its charitable aims long term.

You would be joining us at a particularly interesting time. We are currently updating our Articles of Association to reflect changes in Bright Light’s circumstances. We will also be developing a new Strategic Plan for 2022-2027 in coming weeks and hope to involve our new trustees in the development of this plan.

Currently our CEO of seven years leads a management team consisting of Chief Operating Officer, Counselling Practice Manager, Operations Manager, Finance Manager and Family Therapy Lead. The extraordinary circumstances of 2020 necessitated changes in where and how Bright Light’s staff work with and support our self-employed counsellors and family therapists. This prompted a review of and changes to the staffing structure and the Board will keep staffing arrangements under review as the organisation moves forward to deliver its new strategic plan objectives.

The Board itself comprises up to twelve trustees (currently six) who are also Company Directors. All give their time on a voluntary basis although expenses incurred in the conduct of Board business will be met.

To apply, please send your CV, a covering letter and a completed Equalities Monitoring form (below) to our CEO, Julie Hogg Weld at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk) by **Monday 1 November 2021.** Interviews will be held by video link week beginning **8 November** **2021**. Please note that trustee appointments will be subject to satisfactory references Newly appointed trustees will receive an induction and the offer of support for a period from a longer standing member of the Board.

If you would welcome an informal chat before deciding whether to submit an application do please contact me at [chair@bright-light.org.uk](mailto:chair@bright-light.org.uk).

Kind regards,

Elspeth Turner

*(Chair)*

**BOARD OF DIRECTORS/TRUSTEE**

**ROLE DESCRIPTIONS**

**Bright Light’s Vision:**

A better life and wellbeing for all people and their families through having strong relationships.

**Purpose of role**

The role of the Board of Directors is to work under the direction of the Chair to ensure probity, to provide governance and, in partnership with the Chief Executive Officer, to work to achieve the aims of Bright Light Relationship Counselling.

**Director/Trustee of Bright Light Relationship Counselling: Generic Responsibilities**

1. To ensure that Bright Light conducts its business in accordance with its Memorandum and Articles of Association, OSCR requirements and in adherence with relevant legislation.
2. To govern Bright Light within best practice frameworks.
3. To attend Board of Directors meetings and relevant sub-committees and contribute actively to the role of the Board of Directors in determining strategy, approving policy, and monitoring organisational performance.
4. To ensure that the organisation's resources are deployed in pursuance of its charitable objectives and that its finances are systematically accounted for, audited and records made publicly available.
5. To oversee the management of existing services and the development of new ones.
6. To be prepared with other trustees to take, and be accountable for, decisions.
7. To provide expertise and advice on the priorities identified by the Board or in the organisation’s Strategic Plan.
8. To foster effective relationships between trustees, staff, service users, other stakeholders and others whose support is important to Bright Light.
9. To participate as necessary in the recruitment of senior staff.
10. To safeguard the reputation and ethos of Bright Light and, along with fellow members of the Board of Directors and staff, to promote Bright Light to existing and potential funding bodies, donors and supporters.
11. To contribute any specific skills, knowledge and experience to assist the Board of Directors to reach sound decisions. This may involve scrutinising reports and consultations, leading discussions, chairing of or attendance at working groups as well as providing specific advice and guidance on issues where you have particular expertise.

**Person Specification**

1. Commitment to the aims, values and ethos of Bright Light Relationship Counselling and to ensuring that actions and decisions taken by the Board are in the interests of beneficiaries
2. An understanding of governance issues and regulatory requirements.
3. Acceptance of legal duties and responsibilities of a director and trustee and willingness to commit time to carrying these out.
4. An interest in improving the lives of people and families and their key relationships.
5. An ability to demonstrate objectivity, fairness, integrity, discretion and good judgement.
6. Good communication skills.
7. Previous experience of committee work and/or third sector organisations would be advantageous but is not essential.

**Role Specifications**

**Counselling/Therapy Trustee**

We welcome applications from individuals with relevant experience in counselling or therapy and a knowledge of training programmes, professional accreditation and counselling supervision arrangements.

Person specification

* Knowledge and experience of working within the counselling and therapy world and a relevant recognised qualification in this field;
* Ability to bring a counselling/therapeutic and business perspective to strategic planning of the portfolio of services offered and their development and to inform development of counselling policy and procedures within Bright Light;
* Willingness to assist the Board in management of risk and safeguarding in respect of appropriate counselling controls and to provide advice to the Chief Executive on counselling/therapy related issues as necessary;
* Current knowledge of key stakeholders/networks/bodies within the counselling and therapy field;
* Willingness in principle to participate in a working group or sub-committee of the Board.

**Law/Family Law Trustee**

We welcome applications from qualified individuals with relevant experience to advise the Board and senior staff on legal matters

Person specification

* A law degree;
* Experience of working in legal practice;
* Familiarity with or experience of working in the area of family law would be an advantage;
* Willingness to assist the Board in management of risk
* Willingness in principle to participate in a working group or sub-committee of the Board.

**Human Resources Trustee**

We are seeking an individual with relevant HR experience to support the trustees and senior staff on matters relating to management and support of Bright Light employees

Person Specification

* A sound understanding of HR and, ideally, a recognised qualification and experience in that area;
* Willingness to contribute to and inform development of HR policy and procedure;
* Ability to advise on the management of risk in respect of appropriate HR/Employment Law controls, to assist the Board in fulfilling its HR/Employment Law responsibilities, and to advise the Chief Executive as necessary;
* An understanding of HR issues particular to small-/medium-sized organisations would be an advantage;
* Willingness in principle to establish and/or participate in a working group or sub-committee of the Board.

****

|  |  |
| --- | --- |
|  | **Equalities Monitoring Form** |

Bright Light is strongly committed to recruiting a diverse board of trustees. We would be grateful therefore if you could complete this form and send it to us with your CV and covering letter.

The information will be kept in strictest confidence and, in line with data protection legislation, separate from your application form.

Providing us with this information is however entirely voluntary and, should you prefer not to send it to us, this will in no way influence our decision on your application.

**In completing this form:**

You confirm that you have read and understood the Data Protection Privacy Notice for Candidates included in this application pack.

You understand that all information provided will be processed in accordance with data protection legislation.

You freely give Bright Light Relationship Counselling consent to use and process your personal data relating to your trustee application (examples of which are listed in the Data Protection Privacy Notice for Applicants).

If you have any questions, please contact Julie Hogg-Weld, Bright Light Relationship Counselling at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk)

**Name:**

**PLEASE TICK THE BOXES THAT YOU FEEL PROVIDE THE MOST APPROPRIATE RESPONSE TO THE FOLLOWING QUESTIONS.**

**1) Age**

17 and under 18-25 26-45 46-65 Over 65

*     

Prefer not to say 

**2) Gender**

Man  Woman  Non-binary  Other 

If you describe your gender in another way, please provide this here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Gender identity

Do you consider yourself to be a trans person? Yes / No

4) Race / Ethnicity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asian, Asian  Scottish, Asian  British | Bangladeshi | Chinese | Indian | Pakistani | Other Asian  Background: |
| Black, Black Scottish, Black British | African | Caribbean | Other Black background, please specify: | | |
| Mixed | Any mixed background, please specify: | | | | |
| White | British | Irish | Scottish | Other White background: | |
| Other Ethnic Background | Gypsy / Roma / Traveller | Jewish | Sikh | Other, please specify: | |
| Prefer not to say |  | | | | |

**5) Disability**

Do you consider yourself to be disabled?

Yes No Prefer not to say

  

6) Religion and belief

What, if any, religious or belief group do you belong to?

Atheist Buddhist Church of Scotland Jewish Sikh

    

Hindu Humanist Muslim Roman Catholic None

    

Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say 

7) Sexual Orientation

How would you describe your sexual orientation?

Bisexual Gay Heterosexual / Lesbian

   

Straight Other Prefer not to say

  

Thank you for your co-operation

# 

# Declaration of Interest

# Please tick True or False as applicable:

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration of Interests | | **True** | **False** |
| 1 | I am not, as far as I am aware, related to any of Bright Light’s Board Members or employees (past or present) or to any of the organisation’s current counsellors or therapists |  |  |
| 2 | I am not an employee, owner or controller of a company or other organisation with which Bright Light has a contractual relationship AND nor, as far as I am aware, is my spouse/partner and or any other member of my immediate family |  |  |
| 3 | I am not a trustee or director of any other counselling organisation |  |  |
| 4 | I do not work for another counselling body. *If you do, please give details below of the counselling body’s area of operation, your position and, if you are a counsellor, specify whether you are a volunteer, self-employed or an employee of that body.* |  |  |
| 5 | I am not disqualified from being a director or a trustee |  |  |
| 6 | I agree to have a Criminal Records Bureau check if required |  |  |
| 7 | I agree to have a PVG check if required |  |  |

|  |
| --- |
| If you answered ‘False’ to any of the questions above, please include details of the circumstances in the space provided: |
|  |
| Please list all bodies in which you have an interest as a director (executive or non-executive), an officer, a member of a firm or as an official or elected member of any statutory body (including Local Authorities): |
|  |

|  |  |  |
| --- | --- | --- |
| **Rehabilitation of Offenders Act 1974** | | |
| The Exception Order 1995 requires disclosure of ‘spent’ convictions if you are applying for positions within Finance, Care or with Young People under the age of 18. This post is covered due to the financial responsibilities it carries. If you inadvertently disclose a conviction, which is regarded as “spent”, it will be ignored. | | |
| Have you ever been convicted of a criminal offence? | Yes | No |
| If yes, please give details on a separate sheet. | | |

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| Please give the name, address and contact number or email of two referees, one of whom should be your present or immediate past employer (if applicable). References will be taken up for shortlisted candidates only | | |
| Name |  |  |
| Relationship |  |  |
| Address |  |  |
| Contact no./ email |  |  |

|  |  |
| --- | --- |
| **I declare that, to the best of my knowledge and belief, the information I have given in my application and accompanying CV is true and accurate. I understand that any offer of office is conditional upon the accuracy of this information. I understand that any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, or the withdrawal of an offer, or if I have been appointed, to my dismissal.** | |
| **Signed** | **Date** |

|  |
| --- |
| **Data Protection Act 1998** |
| By signing this form, you give Bright Light permission to collect, retain and process information about you. This information will only be used so that we can monitor our compliance with the law and best practice in areas such as equality of opportunity and non-discrimination. See Data Protection Privacy Notice for applicants below for full details. |



**FIT AND PROPER DECLARATION**

Name:

**A. Fit and Proper Person Declaration**

I declare that:

* I am not disqualified from acting as a charity trustee;
* I have not been convicted of an offence involving deception or dishonesty (**or** any such conviction is legally regarded as spent);
* I have not been involved in tax fraud;
* I am not an undischarged bankrupt;
* I have not made compositions or arrangements with my creditors from which I have not been discharged;
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
* I have not been disqualified from serving as a Company Director;
* I will at all times seek to ensure Bright Light Relationship Counselling’s funds, and charity tax reliefs received by Bright Light, are used only for charitable purposes.

**Notes:**

If you **are able** to sign the Fit and Proper Persons Declaration in the terms set out above, but **want to clarify any points or offer additional information** please tick this box  and add your comments on the next sheet.

If you **are unable** to sign the Fit and Proper Persons Declaration in the terms set out above, please contact the Company Secretary to discuss your reasons in confidence.

**B. Consent to Act**

If I am appointed as a Trustee and Director of Bright Light Relationship Counselling, I consent to act as a Member of its Board of Management.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous address (if moved in the past 12 months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please use the space below to provide any additional information or points of clarification relating to your Fit and Proper Declaration**

**Please return this form, together with your other documents**

By email: julie@bright-light.org.uk

By post: Marked ‘Strictly Private and Confidential’ to: Julie Hogg-Weld, Chief Executive,

Bright Light Relationship Counselling

18 York Place

Edinburgh

EH1 3EP

**DATA PROTECTION PRIVACY NOTICE FOR APPLICANTS**

**1. Introduction**

Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’). This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required, under data protection legislation, to notify you of this information

**2. Who collects the information**

Bright Light Relationship Counselling (the ‘Organisation’) is a ‘data controller’ and gathers and uses certain information about you.

**3. Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

**4. About the information we collect and hold**

We may collect and hold the following information up to and including the shortlisting stage of the selection process:

* Your name and contact details (i.e. address, home and mobile phone numbers, email address);
* Details of your academic and professional qualifications, experience, employment history (including job titles) and interests;
* Your racial or ethnic origin, sex, sexual orientation, religious or similar beliefs;
* Details of your referees, where the referee has consented.

**5. Why we collect the information and how we use it**

We will typically collect and use this information only for the following purposes (other purposes that may also apply are explained in our Data Protection Policy):

* for the performance of a task carried out in the public interest; and
* for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

**7. How we may share the information**

If you are appointed as a trustee of Bright Light Relationship Counselling, we may also be required to share some personal information with our regulators and our funders as required to comply with the law.

**8. Where information may be held**

Information may be held securely by Office Bearers and the CEO of Bright Light relationship for the period of the trustee recruitment process.

**9. How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is provided. How long we keep your information will depend on whether your application is successful and you become a trustee of Bright Light Relationship Counselling, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your tenure as a trustee. Further details of our approach to information retention and destruction are available from Julie-Hogg Weld, CEO at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk)

**10. Your rights to correct and access your information and to ask for it to be erased**

Please contact Julie-Hogg Weld, CEO at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice.

You also have the right to ask Julie-Hogg Weld, CEO at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk) for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. Julie-Hogg Weld will provide you with further information about the right to be forgotten, if you ask for it.

**11. Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**12. How to complain**

We hope that Julie-Hogg Weld, CEO at [julie@bright-light.org.uk](mailto:julie@bright-light.org.uk), can resolve any query or concern you may raise about our use of your information. If not, contact the Information Commissioner at https://ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information.