

# Trustee Recruitment Pack

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October 2021

## Welcome from the Convener of our Board of Trustees

Dear Applicant,

Thank you for your interest in becoming a trustee with LGBT Youth Scotland. I hope you will find this recruitment pack informative and of value in supporting your decision to join the National Board.

Our Board is united in its passion for improving the life chances of LGBTI young people through a sustainable and excellently run volunteer-based Charity. Last year we refreshed our five-year strategy to help deliver this in Scotland.

We are currently looking for motivated and committed individuals who share the Charity's values and bring experience and expertise at a strategic level. We are looking to appoint a new Treasurer with financial expertise and two additional new trustees in one or more of the following areas:

- ➔ Equality and Human Rights
- ➔ Fundraising

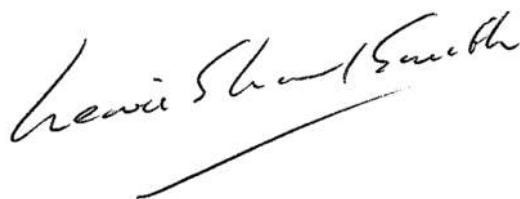
A strong profile in the third, public or corporate sector would be advantageous.

Successful applicants will be expected to undergo induction training and attend the Board meeting and AGM on the 27<sup>th</sup> of November in Edinburgh.

We encourage applications from all sections of society however we would be particularly interested in applications from individuals who identify as Transgender or Non-Binary, have a disability, and those from a BAME background.

If you are interested then please read the rest of this pack with further information on the organisation, what the role entails and how you can apply.

Your Sincerely,

A handwritten signature in black ink, reading "Lewis Shand Smith". The signature is written in a cursive style with a long, sweeping underline.

**Lewis Shand Smith**  
**Convener of the National Board**

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## About LGBT Youth Scotland

LGBT Youth Scotland is the largest youth and community-based organisation for lesbian, gay, bisexual, transgender and intersex (LGBTI) people in Scotland. It was established as a national charity in 2003. Its predecessor organisation was established by a group of volunteer activists in Edinburgh in 1989.

The charity's **vision** is that Scotland is the best place to grow up for Lesbian, Gay, Bisexual, Transgender and Intersex young people. Its **mission** is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.

We suggest that before you complete your application form that you visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

The charity's values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

LGBT Youth Scotland's activity is grouped into four themed internal areas of work (Youth Work, National Programmes, Resources and Development and Operations).

## About the National Board

LGBT Youth Scotland has charitable status and is a company limited by guarantee (not-for-profit). The National Board of Directors, who are also the trustees, make appointments to the Board through an open and transparent process and seek to strengthen its operation by appointing individuals with a wide range of skills and experience and from a diversity of backgrounds.

The Board appoints four office bearers: Convener, Vice-convener, Treasurer and Company Secretary. The last of those positions is normally held by the Chief Executive, who attends Board meetings in a non-voting capacity.

The National Board is hardworking, collaborative and enthusiastic about the governance of the Charity and to 'making a difference' in a respectful way to the lives of young people, their families and professionals around Scotland. The trustees have a diverse skills and knowledge base which covers senior

management, strategic planning, financial management, equalities & human rights and advocacy.

The Board works closely with the Chief Executive who is responsible for the day-to-day operation of the charity.

The Board currently has three sub-committees:

**Resources and Governance** – with a focus on financial & risk management, sustainability, controls, business planning and the health & wellbeing of staff and volunteers.

**Strategy** – to support development and implementation of the strategy.

**Youth Reference Group** – to ensure young person's voices are heard at a strategic level and considered in decision making.

## **Commitment**

The National Board meets quarterly, on a Saturday and typically in either Glasgow or Edinburgh. The AGM takes place once a year to coincide with a Board meeting. Trustees who join the sub-committees would be expected to participate in the quarterly meetings for those groups. These meetings are normally 2-3hrs in duration and take place in the early evening or late afternoon in-between Board meetings.

Trustees will be expected to attend induction training on commencing with the Charity. On occasion, there may be Away Days, allowing the Board to spend a more concentrated amount of time with senior management to focus on specific areas of discussion.

There will be many opportunities for trustees to be ambassadors for the charity at events and presentations, and to join staff and volunteers at the annual staff and volunteer conference and social events.

Successful applicants will be expected to undergo induction training and attend the Board meeting and AGM on the 27<sup>th</sup> November, in Edinburgh.

Appointments will normally be made for a period of three years, with the option of a further maximum three year term.

## **The role of a Board Member (Governance)**

As a board member you are a non-executive director and trustee. In partnership with the other board members, you will be responsible for the governance of the organisation. For more information on the roles and responsibilities of being a

trustee visit <https://www.oscr.org.uk/guidance-and-forms/trustee-information-and-guidance-pack/>.

The Directors must also ensure that LGBT Youth Scotland complies with the Companies Act 2006 and all other relevant legislation.

## How to apply

Please send your CV and a covering letter to [convener@lgbtyouth.org.uk](mailto:convener@lgbtyouth.org.uk). This should state why you are interested in joining the Board and what skills and experience you could bring to the Charity.

The **closing date for applications** is **12 noon on 10<sup>th</sup> November 2021**.

Interviews will be held on November 15<sup>th</sup> and 16<sup>th</sup>. There will be options for in-person in Glasgow and Edinburgh or via a digital platform.

For an informal discussion about the role, please e-mail [convener@lgbtyouth.org.uk](mailto:convener@lgbtyouth.org.uk) with your contact details.

## Who can apply?

In order to be a trustee you must:

- not be disqualified from being a director of a company (i.e. a bankrupt or have a court order saying you cannot be a director of a charity). Further information is available at [www.companieshouse.com](http://www.companieshouse.com);
- be 18 or over – this is a legal requirement (though the Board can choose to co-opt younger members);
- be willing to undergo a criminal disclosure check for suitability to be a director of a youth charity (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

## What happens next?

- A sub-group of the Board will consider all applications received against the person specification set out below and will shortlist those applicants who best meet it. Shortlisted applicants will then be invited for an informal interview (more than a chat, less than a formal interview) with at least one board member and the Chief Executive.
- Potential Board members will be invited to stand for Board membership at the AGM on 27<sup>th</sup> February.

## ROLE PROFILE

<b>Role Title:</b> Charity Trustee	<b>Team:</b> National Board	
	<b>Location:</b> Meetings are held in Edinburgh, Glasgow and occasionally other areas of Scotland	
<b>Voluntary, unpaid</b> (reasonable expenses covered)	<b>Reports to:</b> Company members at the AGM	<b>Agreed by:</b> National Board <b>Date:</b> 6 <sup>th</sup> August 2019
<b>Core purpose of the role:</b>		
<ul style="list-style-type: none"> <li>To lead and provide strategic oversight within the organisation, supporting it to work effectively towards the achievement of its vision.</li> </ul>		
<b>Principal Responsibilities:</b>		
<p><b>Effective governance</b></p> <ul style="list-style-type: none"> <li>The National Board works effectively with the organisation to fulfil its role of providing effective oversight and strategic leadership.</li> <li>A culture of youth empowerment is embedded at all levels within the organisation.</li> </ul> <p><b>Effective strategic vision</b></p> <ul style="list-style-type: none"> <li>The organisation has a robust and challenging vision, capable of being translated into a realistic plan for its work into the medium-term.</li> <li>The organisation is consistently challenged to improve its work, building its ability to drive change.</li> </ul> <p><b>Effective strategic relationships</b></p> <ul style="list-style-type: none"> <li>The interests of LGBTI young people, and of the organisation, are championed at key opportunities</li> </ul> <p><b>A motivated staff team</b></p> <ul style="list-style-type: none"> <li>The Chief Executive is effectively managed to lead the organisation and deliver key improvements in its work.</li> <li>Potential is developed across the organisation, through a culture of effective performance management.</li> </ul> <p><b>A well-run organisation</b></p> <ul style="list-style-type: none"> <li>The Board provides oversight that ensures the organisation remains financially healthy, able to identify and respond to challenges, and meets its legal duties.</li> <li>The Board ensures that robust systems are in place and maintained to manage finance, human resources and other resources critical to the organisation's success.</li> </ul>		

## CANDIDATE SPECIFICATION

Essential Competencies	
<b>Think strategically</b>	<ul style="list-style-type: none"> <li>• Understand the strategic environment in which LGBT Youth Scotland operates and the strengths of the organisation.</li> <li>• Shape the organisation's strategic direction, with the staff of the organisation and stakeholders, and keep its work focused on achieving it.</li> </ul>
<b>Deliver results</b>	<ul style="list-style-type: none"> <li>• Provide effective oversight that supports work to improve the effectiveness of the organisation, maintains its viability and ensure that the organisation operates in accordance with the law.</li> <li>• Use any individual knowledge and expertise they have to offer effective strategic advice to Board colleagues and the staff team.</li> <li>• Act decisively where necessary to take difficult decisions.</li> </ul>
<b>Lead</b>	<ul style="list-style-type: none"> <li>• Communicate through their own behaviour a clear sense of the values of the organisation.</li> <li>• Be a good employer.</li> <li>• Be visible within the life of the organisation.</li> <li>• Ensure a commitment to equalities is embedded in the policy and practice of the organisation.</li> </ul>
<b>Champion</b>	<ul style="list-style-type: none"> <li>• Safeguard the reputation of the organisation where necessary and ensure its relationships with key stakeholders are well managed.</li> </ul>

Understanding and Experience
<ul style="list-style-type: none"> <li>• Understanding of the voluntary sector in Scotland and/or experience of being part of a voluntary management board.</li> <li>• Understanding of issues facing LGBTI young people.</li> <li>• We are particularly interested in hearing from potential Board members who have experience at a strategic level in one or more of the following areas: Youth &amp; Community Development Work, Charitable Financial Management, Marketing and Communications, Policy &amp; Law.</li> </ul>

Term of Office
Board members are appointed for a 3 year term of office, with the option of up to a further three years.