

Trustee Recruitment Pack

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Trustee Recruitment Pack introduction

Corra Foundation is looking for two Trustees to join its Board.

Corra's Trustees play an enormously valuable role in helping us work towards our vision and mission, which are at the heart of everything we do.

We exist to make a difference to the lives of people and communities.

We work with others to encourage positive change, opportunity, fairness and growth of aspirations which improve quality of life.

2020 saw the launch of Corra's ten-year strategy. It's long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

We're looking for two Trustees to help steer Corra through the next stage of delivering this bold strategy.

The Board has recently identified the skills and perspectives it would like to strengthen. We would particularly welcome applications from:

- People who live outside the central areas of Scotland; are from Black, Asian and Minority Ethnic communities; disabled people; and young people.

And we're seeking people with skills in:

- Investment, legal, community development and digital strategy.

Action on Diversity, Equity and Inclusion (DEI) is a core part of Corra's ten-year strategy. Details of our commitments and progress are available on the [DEI section of our website](#). If you don't have experience of being on a Board the Corra team can help support you as you find your feet as a Trustee, including offering Trustee buddy schemes and training opportunities.

[Corra](#) is a charitable foundation that works to strengthen and amplify people's voices and their power to make change. We give grants to charities and grassroots groups that make a day-to-day difference to lots of people's lives. Some of that is through funding we manage for others, like the Scottish Government. We also work alongside communities where people are coming together to find their own solutions to things like loneliness, poverty and health issues. We see incredible things happen with just a little bit of support. And a lot of what we do is about trying to help bring about longer-term change

in issues like inequality, poverty, loneliness, drugs and alcohol and human rights.

The Role

Corra's Board is currently made up of 11 Trustees. They bring a wide range of experience from many different walks of life. The Board comes together four times a year to help guide Corra's strategy and advise the Senior Management Team. Full details of Corra's Board of Trustees and staff teams are [available online](#).

Our Trustees are volunteers, however travel and other expenses are fully reimbursed. We do not want finances to be a barrier. Support to attend and participate in meetings such as childcare costs and digital devices are some of the solutions we have used in the past. If it would be helpful to hear more about the support you would receive please contact Natalia (natalia@corra.scot / 0131 444 4021) for a chat.

Corra is a Scottish Charity. The Board of Trustees is responsible for:

- Overall governance and strategic direction.
- Developing the organisation's goals in accordance with its Articles of Association.

Trustees' responsibilities also include:

- Representing a wide range of interests, experiences and geographical spread in Scotland.
- Being subject to company law, the Charities & Trustee Investment (Scotland) Act 2005, Corra's Articles of Association and good governance.
- Supervision of, and support for Corra's activities, in particular it's (Acting) Chief Executive.

In practice this means that Trustees will:

- Attend quarterly Board meetings and sit on one or more committee.
- Be committed to participating actively in Board and committee work.
- Be informed about committee matters, preparing well for meetings, and reviewing and commenting on minutes and reports.

- Get to know other Board members and help build good working relationships.
- Actively participate in the Board's strategic planning.
- Play an active role in governance and raise issues as appropriate.
- Where possible, attend Corra events and visit work in local areas.

Trustees are normally appointed for two terms of three years, with the option in some cases to serve a third three-year term.

Trustees meet four times during the year in March, June, September and December. Meetings are normally on the morning of the first or second Thursday or Friday which is based on the availability of our current Trustees. The Trustees regularly review the timing of their meetings, with flexibility for the pattern to change based on changing Board membership. Trustees are also expected to join at least one of our committees, which meet between three and five times each year. The Board also holds an annual strategy day. An annual commitment of approximately 28 hours is expected from Trustees¹.

The Board is keen to work in ways that are accessible to people from across Scotland. Board meetings currently take place online. In future there will be a flexible approach to carrying out hybrid meetings, allowing Trustees to join online or in person from Corra's Edinburgh office. In time, it is expected that at least some of the meetings will take place in person.

Much of Corra's work involves making grants to community and voluntary groups and working alongside them. Corra Trustees often work for or volunteer with organisations that apply for or receive grants. We manage any potential conflicts of interest carefully and being a Trustee does not mean your organisation cannot apply for a grant.

Seeking diversity across Corra's board

We believe it is vital that Corra has a diverse Trustee Board and staff team, both in terms of demographics and experience. Diversity ensures Corra's leadership reflects the communities it seeks to serve. Diversity of thought and experience strengthens debate, creativity, understanding of risk and quality of

¹ For example: Board meetings 3 hours each, committee meetings 1-2 hours each, strategy day full day

decision-making. In preparing for this recruitment, our Trustees have clearly identified perspectives that need to be stronger on our Board.

We have designed our Trustee recruitment to reach, attract and retain a diverse range of applicants. This includes pro-active outreach, a flexible and accessible application process, and practical support for candidates joining the Board, including expenses and training.

Recruitment timetable

- Closing date for applications – 22 March
- Agree shortlisted candidates – 26 April
- Interview dates – 4 and 6 May
- Appointment start date – May and June

Selection process

The selection process will be led by Corra's Chair, Luke McCullough with support from fellow Trustees and Corra staff members. We have also engaged a number of external consultants to help us reach and attract people we haven't previously. This is part of a range of approaches to build the diversity of Corra's Board.

Trustees will be selected through a process of looking at the skillsets, knowledge and experience people demonstrate in their application. The Board is particularly keen to interview:

- People who live outside of central areas of Scotland; people from Black, Asian and Minority Ethnic communities; disabled people; and young people.
- People with skills in: investment; legal; community development; and digital strategy.

We will look for examples of how candidates can enhance the skillset, knowledge and experience of Corra's Board as well as their interest, passion and concern for Corra's mission.

How to apply

If you're interested in applying to be a Trustee we'd love to hear from you.

Please complete the [short online form](#). In section B of the form there are three questions, and you can answer these with a written response (using up to 1000 words) or upload a voice note or video file (maximum length 10 minutes) telling us:

- Why you would like to be a Trustee of Corra Foundation.
- What you would bring to the Board.
- Why you feel you could help us pursue our mission, vision and aims.

Please send this information by 22 March 2022. For any questions about the form please contact natalia@corra.scot

Informal conversations about the role of Trustees are welcome. If you'd like to arrange a time to discuss the roles further with Corra's Chair or Acting CEO please contact Natalia Best, Governance and Executive Support, natalia@corra.scot

About Corra Foundation

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve quality of life. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Corra is an independent, charitable foundation. The foundation has its roots in the Trustee Savings Bank (TSB) Movement. Our capital resources come from a historic relationship with what is now Lloyds Banking Group. The Foundation's activities are funded by the Trustee's management of these funds, and from revenue streams generated through partnerships with others, including government bodies and trusts and foundations.

www.corra.scot

hello@corra.scot

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Corra Foundation, Riverside House, 502 Gorgie Road Edinburgh EH11 3AF

e: hello@corra.scot t: 0131 444 4020 www.corra.scot

(The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068)