



Livingston James



POSITION PROFILE

Trustee x 2



Welcome Note	3
About Us	4
The Role	6
The Person.....	8
Remuneration & Recruitment Process	9





Dear Candidate,

Thank you for your interest in the Scottish Council for Voluntary Organisations (SCVO). This role is a unique opportunity to innovate, influence, and encourage fresh ways of thinking right at the heart of Scotland's voluntary sector. Along with our 2,800+ members, we believe that charities, social enterprises, and voluntary groups make Scotland a better place. We're passionate about what the voluntary sector can achieve.

I've been SCVO's Convenor for four years now and during that time the organisation has gone from strength to strength as we've grown our membership, championed the sector, provided important support services and information, debated big issues, and influenced change to meet the needs of our members and the voluntary sector.

Our latest [annual report](#) gives you a flavour of what we've been doing, from lobbying government to providing payroll services, publishing Third Force News to hosting The Charity Awards. Our response to the COVID pandemic has been phenomenal, including our funding work, our information hub and digital-capacity building.

Our trustees play a key role in making sure that SCVO stays true to its mission and values, serving the interests of our members and the wider voluntary sector. As trustees, we're responsible for SCVO's continuing good governance and delivery of its strategic aims. Our role is both rewarding and challenging, as we operate in an ever-changing environment with precarious funding – just like most other voluntary organisations.

We're lucky to have trustees with a wide range of backgrounds and experience, six of whom are elected from our membership. We want a diverse Board of Trustees that's representative of the wonderfully diverse voluntary sector. We welcome and value people of different backgrounds, thinking, skills and experience.

For this role, we'd particularly welcome applicants who understand what it's like to run a small, local organisation because around three quarters of our members – and indeed the sector as a whole – are small, grassroots organisations. Of course, we'd also love to hear from applicants with experience in the voluntary, private, or public sector who have a passion for raising awareness of the significant contribution our sector makes to Scotland's social and economic fabric.

SCVO is a trusted organisation, with great credibility and reach. As a member of the Board, you can be part of something special. I wish you well with your application and would be happy to have a chat about the role and the organisation.

Andrew Burns
Convenor



Here are some of the things we think you need to know about us:

SCVO is the national umbrella body for Scotland's voluntary sector. We're proud of the voluntary sector community that we're part of and support. We have offices in Edinburgh, Glasgow, and Inverness and we employ around 100 people who contribute to delivering our ambitions as an organisation. Our turnover is around £15m a year.

We have over 2,800 valued members including charities, community organisations, and social enterprises. Our membership is diverse and includes grassroots groups, Scotland-wide organisations, and international bodies.

We want to support the sector to achieve its ambitions. SCVO delivers services that the voluntary sector wants and needs, we give the sector a voice at a national level, and we promote and support innovation and improvement.

We firmly believe that a thriving voluntary sector is vital to Scotland's economy and society (we see the sector's amazing work every day!). The voluntary sector has a huge impact on people and places, but it faces big challenges and uncertainties and experiences the impact of rapid political, economic, social, and technological change.

Our purpose is to support, promote and develop a confident, sustainable voluntary sector in Scotland and our values underpin everything we do. We are:

- Accountable and committed
- Responsive
- Supportive
- Progressive
- Bold

We live those values every day in our work.

If you'd like to know more about us, our [annual review](#), [strategic plan](#) and [website](#) are also good places to look.

What does the future hold?

Having extended our Strategic Plan by a year as a result of the pandemic, we're about to start a refresh to have a new plan in place by 1 April 2023. We want to build on the great work that's been done, improved partnership working and learning from the last three years, particularly the new ways of working and activities we've adopted during the pandemic. So this is a good time to get involved.

Our work in a broader context

For Scotland to be successful, it needs a thriving voluntary sector. The enduring impact of the coronavirus pandemic together with the challenges of Brexit, political turbulence, and the



longstanding issue of financial sustainability make for a challenging operating environment. It's a time of change, challenge, and opportunity for charities, community groups, social enterprises of all shapes and sizes, including SCVO.

During the pandemic the voluntary sector has become more visible. Members of the public, local and national politicians, other key stakeholders, have a better understanding of the diverse and essential role the sector plays because they've seen it in action. For example, voluntary organisations do massive amounts of medical research, deliver public services like social care and housing, and provide crisis services such as food banks. The sector also campaigns on issues like homelessness and equalities, supports our environment, helps people in emergencies such as sea and mountain rescue, or supports sport, heritage, and the arts. The scope of the voluntary sector is truly vast and diverse.

If you'd like to know more about SCVO and the voluntary sector head to our website www.scvo.scot.

Our governance structure

A board of up to 11 trustees governs SCVO. Six trustees are elected from our membership, and five are co-opted, including the Convener. The Board of Trustees is supported by two committees - Strategic Resources and Strategic Development. We expect trustees to take part in one of these committees.





We're looking for two trustees to join our board and help us deliver on SCVO's mission and purpose. Being a trustee is very rewarding: you'll help influence change, gain new experiences, and build relationships. It can be challenging and will take up some of your time, and demand skills and knowledge to help you carry out your role.

Your responsibilities will include:

Strategy

- Establishing a clear strategy and regularly reviewing performance against organisational objectives
- Supporting the Chief Executive and Senior Leadership team to implement Board decisions effectively
- Offering support and challenge to the executive team in the delivery of the organisation's charitable purpose and strategic plan
- Contributing to constructive debate and decision-making on the strategic development of SCVO
- Safeguarding SCVO's long-term sustainability





Governance and compliance

- Taking part in quarterly board meetings, quarterly committee meetings, an annual board strategy day and other occasions such as The Gathering and the Charity Awards.
- Making sure that we comply with the provisions of The Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation
- Making sure that we have robust financial controls and risk management systems
- Making sure that we have appropriate health and safety controls and systems in place

General

- Always acting in the best interests of SCVO, acting collectively as a board and not as individuals, taking personal, collective, and corporate responsibility
- Acting as an ambassador for SCVO and for the voluntary sector wherever possible and appropriate
- Participating in induction, training, and evaluation as an individual and as part of the Board
- Operating in a manner consistent with the charity's purpose, you'll use your specific skills, knowledge or experience to help the Board reach sound decisions.

Time commitment

- Quarterly meetings of the Board of Trustees
- The Board's annual strategy day, which may include an overnight stay
- Quarterly meetings of SCVO's committees
- Ad-hoc meetings of the Board or sub-groups where necessary
- Working groups which progress SCVO's strategic objectives
- Key internal and external events such as The Gathering and the Scottish Charity Awards.



Most of all, you should believe in the importance of the voluntary sector in Scotland, and SCVO's role in adding significant value.

Your experience

- Running a grassroots or community-based organisation; or
- Developing a business to scale up or diversify income-generation; or
- Working in a role in the voluntary, private or public sector that promoted or enhanced the role of the voluntary sector at local or national level

And

- Strategic planning and performance monitoring
- Demonstrating impact
- Effective team working, demonstrating collective accountability.

Your skills, knowledge and personal qualities

- An understanding of good governance principles
- The ability to think and act strategically without getting bogged down in operational detail
- A values-based approach aligned to those of SCVO
- Sound, independent judgement
- The ability to constructively challenge fellow trustees and the senior leadership team whilst also working collectively and in the best interests of SCVO
- A good understanding of the voluntary sector in Scotland, and the wider context in which it operates
- A commitment to the overall mission and purpose of SCVO.



Remuneration

This is a voluntary position without remuneration. SCVO will reimburse reasonable travel and subsistence costs.

The Recruitment Process

Please send a tailored CV and covering letter to douglasadam@livingstonjames.com

We look forward to hearing from you!

