



Chair, Vice Chair, and Finance Board Member (voluntary positions)

- Do you love animals and want to help young people?
- Have time to dedicate to a good cause?
- Would you enjoy helping people and dogs to improve each other's lives?
- Then we want to hear from you!

Paws for Progress is a local organisation seeking enthusiastic volunteers to join our Board of Directors, guiding us forward in the exciting next phase of our journey.

We are looking for motivated people who share our values and are excited about how human-animal interactions can change lives. We currently have exciting opportunities to take on the following roles:

- [Chair of the Board](#)
- [Vice Chair of the Board](#)
- [Finance Board Member](#)

Who you are:

- 1. Chair and Vice Chair.** You are highly motivated, have **excellent leadership skills, share our values**, and are **excited about how human-animal interactions can change lives**. It is desirable that you have an **in-depth understanding of the Third Sector**. You will be eager to take on a senior role, guiding our Board and collaborating closely with our Management Team.
- 2. Finance Board Member.** You are **passionate about our cause** and have relevant expertise in **Finance or Accounting**.

Our Activities:

At Paws for Progress, we provide the UK's first [prison-based rescue dog training programme](#), running at HMP YOI Polmont for over a decade. We also deliver a range of [Personal Development Programmes](#) and Wellbeing Programmes in prisons and schools across Central Scotland, with the help of our team of enthusiastic and friendly "Ambassadors".

Our purpose is to **enable people and dogs to improve each other's lives**.



All our work helps us to achieve our 3 strategic aims:

- Improve the wellbeing and prospects of people experiencing challenges by creating opportunities for learning and development.
- Improve the welfare of dogs and rehoming success of homeless dogs.
- Build a sustainable future platform for our work to ensure we can make a lasting difference for both people and dogs.

“The dogs change the way you think and the way you act. They trust you, it’s that mutual bond. You think you’re helping them, but they’re helping you too”.

Student, Paws for Progress.

Who we are:

Paws for Progress is a small organisation, led by a volunteer Board with a range of backgrounds, and with an annual income over £200k and 7 members of staff. We are at a very exciting point in our development as we prepare for growth and expansion over the next 3-5 years. We hope that you will join us in our journey.

How to apply:

Please send a cover letter explaining your interest in the role and highlighting relevant expertise to Ashley Ryan, Chair of the Board of Directors, via info@pawsforprogress.co.uk by the closing date, **midnight 30th November 2022**. We will let you know by the 7th December 2022 if we are able to invite you for an informal interview to get to know you and tell you more about the role.

Please let Suzanne Ruby know at info@pawsforprogress.co.uk if there is anything we can do to make the application or interview process more accessible for you (for example, these adjustments could include, but are not limited to: video application, familiar supportive individual present, sending questions prior to the interview, possibility of a walking interview, etc).

Every role at Paws for Progress is open to applications from all sections of society. We believe in the potential of everyone regardless of sex, race, religion or belief, ethnic origin, different physical ability, age, nationality, sexual orientation, gender identity, or any other form of diversity.



Role: Board Members

The Role:

- Ensure that Paws for Progress complies with its governing document (Articles of Association), and all relevant legislation and regulations
- Ensure that Paws for Progress pursues its objects as defined in its governing document
- Preferably, experience or skills in at least one of the key areas identified by the Board of Directors
- Actively contribute to the Board of Directors by giving firm strategic direction to Paws for Progress
- Help develop our business and strategic planning
- Set overall policy, define goals, set targets, and evaluate performance against agreed targets
- Monitor the financial position of the organisation to maintain financial sustainability
- Act in the best interest of the organisation to safeguard our values and reputation
- Maintain confidentiality around any sensitive or confidential information received in the course of their duties

In addition to the above duties, Board Members should use their specific skills, knowledge, or experience to support the Board in reaching sound decisions.

This may involve leading discussions, identifying key issues, and providing advice and guidance on new initiatives.

Person specification:

- A commitment to the mission, values and aims of Paws for Progress
- A willingness to work collaboratively in pursuit of the organisation's aims
- The ability to form positive and productive relationships with other Board members, staff team and partners
- Effective communication skills and willingness to actively participate in constructive discussions



- Good numeracy skills, to the extent required to understand spreadsheets and accounts (for the **Finance Board Member**, expertise is required in this area)
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of directorship
- An understanding of good governance in the third sector
- A willingness to learn, develop and examine your own performance

At Paws for Progress, we are committed to conscious inclusion that contributes to creating a sense of belonging and shared purpose. We welcome applications from everyone who feels passionately about our vision; creating a world where people and dogs improve and enrich each other's lives.

Hours:

Six Board meetings a year in Stirling, active involvement in at least one sub-committee, and occasional request to represent the organisation at relevant events (anticipated commitment of approximately 4 hours per month).

Appointed Directors will be expected to engage in an induction process on taking up their position (covering organisational structure, services, governance, and financial overview).

Salary:

All Board roles are voluntary but out of pocket expenses to attend Board meetings and related events will be reimbursed.



Role: Chair and Vice Chair

Context:

We are currently implementing a succession plan for senior members of our Board, who will be stepping down in the New Year on completing their tenure.

The Role

The Chair, supported by the Vice-Chair, will:

- Collaborate with the Management Team to provide leadership and vision, steering the organisation forward to deliver our strategic plan
- Provide leadership to the Board of Directors, ensuring that each director can fulfil their duties as part of an engaged, well-functioning Board
- Ensure that the Board operates within its objectives, providing a clear strategic direction and effective governance of the organisation
- Plan the annual cycle of Board meetings, structuring and chairing the meetings effectively
- Ensure that all relevant matters are discussed, including committee issues
- Ensure that the Board monitors and responds appropriately to organisational risks and opportunities
- Ensure that the Board reviews its own effectiveness, implementing any actions arising
- Build and maintain a diverse, inclusive and motivated board, overseeing effective recruitment, induction and training of Directors
- Ensure that decisions are taken in the best, long-term interests of the organisation, with the Board taking collective ownership
- Support the Management Team in the delivery of the strategy, providing ongoing performance review, goal setting and professional development
- Encourage the Board in challenging the Management Team constructively and supportively, when necessary, to meet the organisation's best interests
- Actively support and promote fundraising activities including networking with potential funders and influencers
- Act as a spokesperson for the organisation when appropriate and represent the organisation at external functions, meetings, and events
- [In addition to fulfilling the requirements of all Board Roles](#)



Person Specification:

- An inspiring leader with excellent leadership skills
- An in-depth understanding of the Third Sector
- Excellent organisation management skills
- A commitment to the mission, values and aims of Paws for Progress
- A willingness to work collaboratively in pursuit of the organisation's aims
- The ability to form positive and productive relationships with other Board members, staff team and partners
- Effective communication skills and willingness to actively participate in constructive discussions
- Good numeracy skills, to the extent required to understand spreadsheets and accounts
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of directorship
- An understanding of good governance in the third sector
- A willingness to learn, develop and examine your own performance

If you are interested in progressing to the role of Chair in the future or feel that you may require further experience before meeting the full Person Specification, then we welcome your application for Vice-Chair.

Hours:

Six Board meetings a year in Stirling, regular meetings with the Management Team, and occasional request to represent the organisation at relevant events (anticipated commitment of approximately 6 hours per month).

The appointed Chair and Vice Chair will be expected to engage in an induction process on taking up their position, working closely with the current Chair (covering organisational structure, services, governance, and financial overview).

Salary:

All Board roles are voluntary but out of pocket expenses to attend Board meetings and related events will be reimbursed.