

Chair prospectus

November 2022



Thank you for your interest in the role of Chair of greenspace scotland.

Greenspace makes a big difference to our quality of life and sense of place. Parks and greenspaces are our natural health service, our children's outdoor classrooms and our cities' green lungs.

greenspace scotland has provided a national lead on greenspace since 2002. As Scotland's parks and greenspace charity, we have been influential in shaping a supporting policy context for greenspace, promoting good practice on greenspace delivery, and pioneering new approaches to managing and resourcing parks and greenspaces.

Our goal is that ***everyone in Scotland can access and enjoy quality greenspaces which meet their needs and improves quality of life***

Never before has achieving this goal been more important. The experiences of the last two years – both the pandemic and extreme weather events - have led many to re-evaluate the importance of greenspace and blue-green infrastructure in our lives and places.

After completing his full-term of office, our current Chair, David Jamieson, will retire in April 2023. To ensure a smooth succession and transition, we are now looking to recruit a Chair Designate to join the board and take on the role of Chair from April 2023.

Our next Chair will be a champion for greenspace scotland, with a passion for what can be achieved through action on greenspace and blue-green infrastructure, coupled with influencing and advocacy skills to make wider connections. Working with the board and CEO you will provide strategic leadership, demonstrating the skills and experience to lead the board effectively, ensuring the proper governance of the organisation and supporting our continued growth as a sustainable social enterprise.

The successful candidate will possess the following skills:

- Strategic leadership and development skills – supporting the board and staff team to review and develop strategy and business plans
- Networking, influencing and advocacy skills – making connections to develop and support greenspace scotland activities
- Partnership skills – supporting and collaborating with the Board, Chief Executive and developing wider partnerships

This is a voluntary, non-executive position and trustees receive no remuneration. The time commitment for the role is approximately 10 days with flexibility to increase if necessary.

We recognise that the environment sector is under-represented by people from ethnic minority and low-income backgrounds, LGBT+ and disabled people, and we want to change that. We especially welcome candidates from these backgrounds and from young people. If you need any reasonable adjustments to the recruitment process, at either application or interview, please contact us. We are also recruiting up to four new Trustees.

We would like to thank you for your interest in greenspace scotland,

greenspace scotland board

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Role and responsibility of the Chair

The duties of the Chair cover two areas: those as a Trustee/Director and those specifically designated to the Chair.

Role purpose: *provide effective leadership and governance of greenspace scotland*

1. Leadership role

The Chair will provide strategic leadership for greenspace scotland, guiding the Board in developing long term strategy and vision, bringing insight, inspiration, judgement and perspective.

The leadership role requires the Chair to be able to:

- regularly review the values and mission of greenspace scotland
- ensure that the board monitors and responds to changes in the operating environment
- understand the importance of managing risk and limiting the organisation's exposure to significant risks
- respect boundaries between executive and governance functions
- ensure greenspace scotland is not unduly influenced by external organisations or individuals

2. Representative role

The Chair will act as an ambassador and champion for greenspace scotland (and greenspace); this requires representative qualities, excellent communication and networking skills, approachability, political awareness and sensitivity.

The representative role requires the Chair to:

- act as a spokesperson for greenspace scotland
- attend meetings with Scottish Government (Ministers and civil servants) and with other national agencies and organisations
- attend or represent greenspace scotland at meetings, events, conferences and tours involving members, partners and funders
- Chair quarterly board meetings and the Annual General Meeting

3. Governance role

The Chair will lead and drive change in governance and strategic development ensuring that:

- there is a duty of care within the whole organisation
- the board is open and accountable to stakeholders about its own work and the governance of the organisation
- the company and board complies with law and good practice
- a properly qualified staff team is in place to manage the effective day to day operations of greenspace scotland
- all regulatory and statutory requirements are met
- there is a focus on long term strategy and development, with robust financial planning and management

4. Operational role

There are a number of operational duties which the Chair will be required to carry out:

- line manage and support the Chief Executive
- sign off (with the Financial Director and Chief Executive) greenspace scotland's approved annual accounts
- in urgent and exceptional circumstances, make decisions outwith board meetings (with subsequent homologation by the board)
- ensure that greenspace scotland complies with employment and health & safety law and other relevant legislation

5. Responsibilities

The Chair is a full member of greenspace scotland's board and, as such, has the same responsibilities as other Trustees/Directors on the board:

- be committed to the purpose, objectives and values of greenspace scotland
- act in a manner consistent with greenspace scotland's values and mission statement
- fulfil all legal responsibilities as a Director of greenspace scotland
- the Chair's authority is as a member of greenspace scotland's board and not as an individual and, as such, s/he can only act in accordance with the board's approval
- act in the best interest of greenspace scotland at all times

6. Terms and conditions

The Chair is elected by the Trustees of greenspace scotland and serves for a period of two years. The Chair may be re-elected by Trustees to serve a further period of two years.

This is a voluntary role and trustees receive no remuneration. Trustees are entitled to claim expenses in line with greenspace scotland's expense policy.

The **time commitment** for the role is around 10 days per year.

Skills, experience and values

The successful candidate will possess the following skills, experience and values:

- Strategic leadership and development skills – demonstrable experience of supporting organisational and business development through an inclusive and empowering leadership style
- Networking, influencing and advocacy skills – the personal acumen and credibility to effectively represent the organisation and make connections
- Partnership skills – proven ability to build and maintain strong and productive partnerships with a wide range of national and local stakeholders, and sectors
- Strong communication and interpersonal skills, including chairing and facilitation skills to lead and manage the board effectively, as well as an ability to bring fresh perspective, creative insight and constructive challenge
- Commitment to equity, diversity and inclusion, valuing differences to make better decisions and deliver better outcomes
- Experience of working successfully with boards in corporate, social enterprise or not-for-profit sector and an understanding of the role of a Chair in effective charity governance
- A commitment to greenspace scotland's mission and values

How to apply

Please download and complete the Application Form and Equalities & Diversity Monitoring Form.

A CV can be accepted as part of your application, but not as a substitute.

The completed form should be sent by email to Julie Procter, Chief Executive julie.procter@greenspacescotland.org.uk and will be acknowledged.

Recruitment timetable

Closing date: 9am on **Tuesday 6 December**

We will review applications and invite a number of applicants to meet with us for an informal online interview and discussion on **Thursday 15 or Friday 16 December**.

For information, the dates of the 2023 board meetings are:

- 16 February – the Chair Designate invited to this meeting
- 18 May
- 10 August
- 19 October – including AGM

Finding out more

For more information about our work visit www.greenspacescotland.org.uk

The business plan, article of association and annual accounts can all be accessed at <https://www.greenspacescotland.org.uk/company-information>

A new business plan is in development.

The Office of the Scottish Charity Regulator (OSCR) provides information on the roles and responsibilities of charity trustees [here](#)

If you would like to arrange an informal discussion with the Chair or Chief Executive, please email julie.procter@greenspacescotland.org.uk

Thank you for your interest in joining the board of greenspace scotland

greenspace scotland board

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