

Appointment Brief



Equi-Power Central Scotland RDA

Board role: Trustee (Project Management Expertise)

January 2023





Welcome Letter from David James, Chair

Dear candidate

Thank you for expressing an interest in joining the Trustee Board at Equi-Power Central Scotland RDA. With some upcoming retirements of long-standing Trustees, and an ambitious project to build a new national centre of excellence for RDA services in Central Scotland, we are looking for board members who can bring the passion, skills and experience that we need to run our award-winning services and further our vision. As a trustee you will play an active role in helping us move towards the build of our new centre at an exciting time as we develop and implement new strategic plans. Alongside continuing to do the very best we can for the participants in our current services, it is important that we focus on the longer-term direction of our charity, and how we can ensure that we use our resources to maximise the community health and wellbeing impact of our development site.

Equi-Power welcomes applications from across the charity and from external candidates. We are keen to increase the diversity of our Trustees and would particularly welcome applications from candidates who reflect the communities that we work with and those who bring a diversity of perspectives to the Board table.

Within this pack, you will find information about Equi-Power and the role of the Trustees. Whether you are a current volunteer or service user interested in doing more as a Trustee or you are interested in becoming a new member of our team as a Trustee, we hope this gives you useful background to our charity. Importantly, it provides you with details of the role and how you can apply for this exciting opportunity. RDA plays a huge part in the health and wellbeing of thousands of people in the UK. If you feel you have the motivation, commitment and expertise we are seeking in our Trustee roles, we look forward to hearing from you.

D. J. B. James



About us

Equi-Power Central Scotland RDA (Riding for the Disabled Group) is an independent SCIO and Social Enterprise and member group of RDA UK, based in the Forth Valley. We believe in the power of horses to transform lives and offer a range of equestrian based therapeutic and sporting activities to children and adults with additional support needs. Equi-Power's award-winning services include provision of riding, equestrian vaulting, equine facilitated learning and equine themed creative activities to over 80 children and adults with disabilities a year from our temporary base.

Equi-Power was established in 2015 to replace and build upon services lost to over 200 families per week who used Bannockburn RDA. Bannockburn was a national centre of excellence and was forced to close by a new landlord in 2014. The closure provoked a national outcry, as therapeutic and sporting services offering opportunities to excel and achieve all the way to Special Olympic level were lost to the community. Equi-Power's vision is to establish a purpose- built centre of excellence in Central Scotland, offering security and permanency to RDA services in a custom designed community facility of excellence. It is planned that the new centre will offer national training and competition facilities alongside the therapeutic, sporting, volunteering and employment opportunities that RDA centres are known for UK wide.

Equi-Power values collaborative working, community connections and innovation and subscribes to the social model of disability.

Strategy

Equi-Power researched over 30 potential sites for a new RDA Centre, and is leasing at a peppercorn rent a 50 acre site in Kildean, Stirling, from Stirling Council. The site has excellent transport links and the lease is in agreed form with one minor third party issue outstanding. A successful tender to design and manage the project build has been awarded to ARC Architects, with site design offering state of the art riding, carriage driving and equestrian facilities for RDA service users and a café, disability access playground and Changing Places Toilet that are open to the public. The café will be leased to an aligned social enterprise providing supported employment and a revenue stream supporting the RDA facilities. A planning application for the development was submitted in December 2022. A phased build of the £2.5 million development is envisaged. Significant resourcing at board level of fundraising and project management expertise is now sought to bring the vision to fruition.



Equity, Diversity and Inclusion Statement

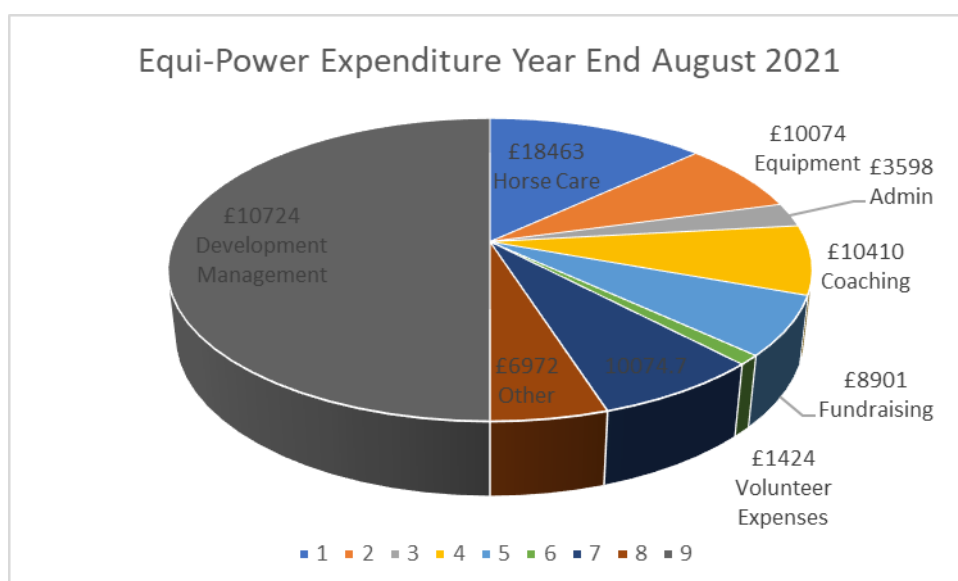
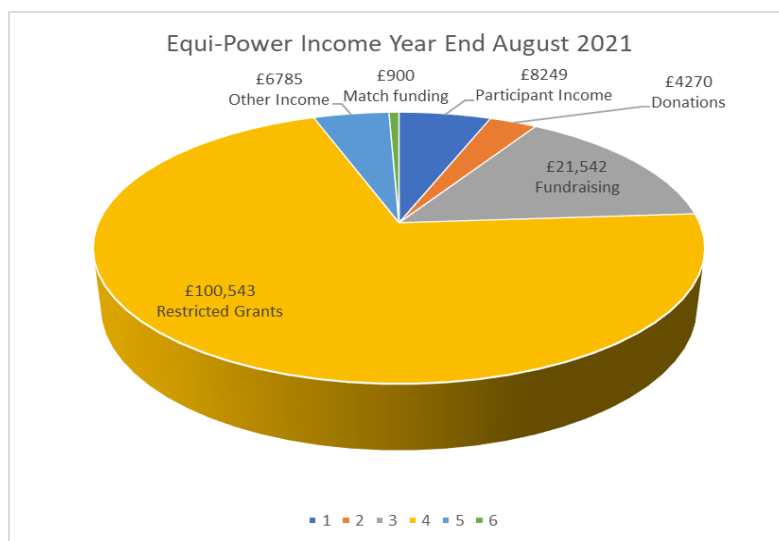
Equi-Power is committed to promoting equality of opportunity for all staff, volunteers and participants. We aim to create a safe and welcoming atmosphere for everyone and we challenge all forms discrimination. We will ensure that we do not discriminate against anyone on the basis of their protected characteristics, ie. age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex or sexual orientation, or on any other basis. We aim to design and deliver our activities and services in a way which will encourage and support participation from everyone. We believe that greater diversity within our organisation provides a more diverse perspective. This leads to a broader range of opinions being heard in decision making and creates a positive and open environment for achieving our objectives.

Equi-Power offers both participant representative opportunities at board level and hosts a quarterly participant representative panel, inviting participants, parents, carers and volunteers to engage with the organisation and strategic decision making.

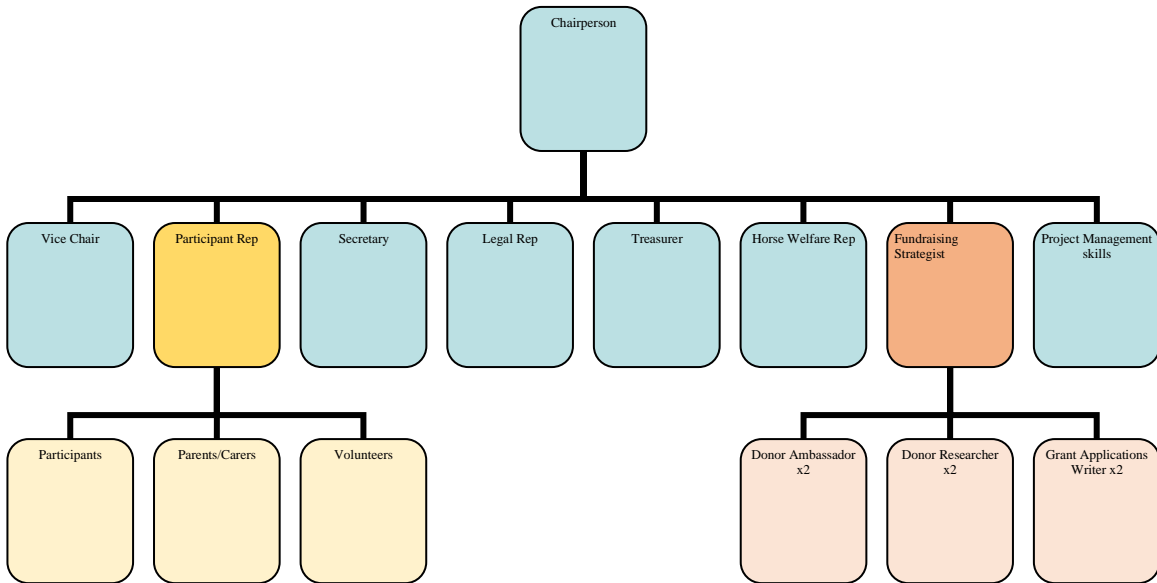


Finances

Equi-Power operates Interim RDA Services on a small scale with 3 horses, benefitting 80 children and adults with disabilities per year from a commercial livery yard in Sauchenford, Stirling. Equi-Power Interim Services are financed by participant fees, donations, fundraising activities and grants. Interim Services participant fee income is constrained by the availability of arena time to run sessions from a shared commercial premises. When the charity moves to its own premises, participant fee income is projected to increase, with facility hire, electric car parking provision and rent from the planned café expected to contribute to the charity's income streams.

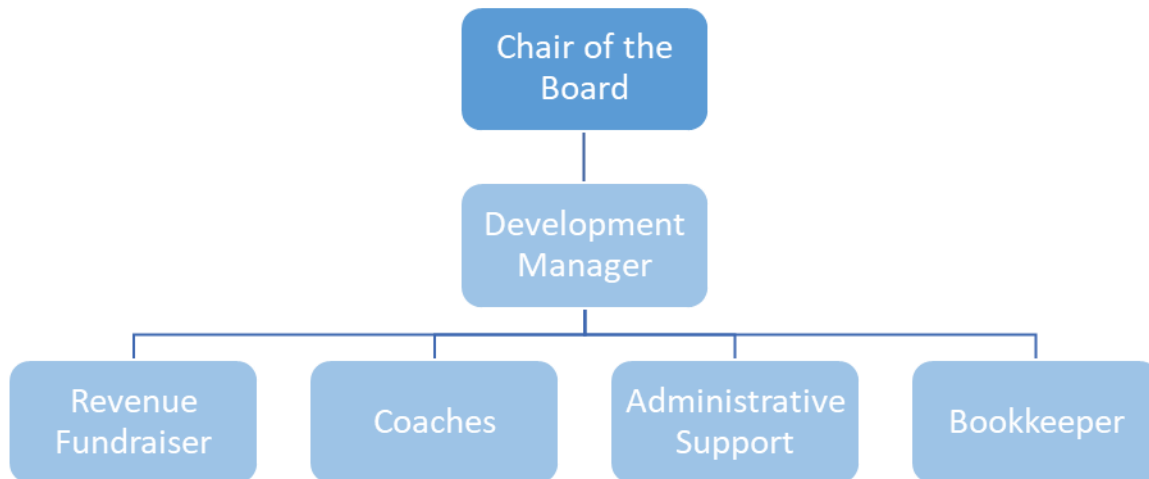


Equi-Power Board Structure



Proposed Board structure illustrating participant panel reporting via Participant Rep and Fundraising sub-board managed by Fundraising Strategist.

Equi-Power Staff Structure



Current staff structure, with Development Manager and Capital Fundraiser reporting to the chair of the board.

Trustee Role Description

Job Title: Trustee (Project Management Expertise)

Salary/remuneration: This is a voluntary role without remuneration

Location: Central Scotland

Reporting to: Chair of the Board

Direct Reports: N/A

Time Commitment: 14 hours plus per month

Purpose: As a Trustee you will provide appropriate oversight, governance and leadership to the charity in the pursuit of its strategies and fulfilment of its charitable purposes. As Trustee with senior project management expertise you will lead on the management of Equi-Power's Capital Project, furthering the organisation's ambitious vision and delivering a project with outstanding social benefit of local and national importance in the heart of Stirling. The Trustee (project management expertise) role is envisaged as an active role, facilitating meetings with key stakeholders and undertaking in person duties as necessary to further the project's established aims.

Key Responsibilities

- Overseeing and managing our project throughout the project lifespan.
- Ensuring the project is delivered in accordance with specification, on time, within budget and to the required standard.
- Working with our professional consultants from end to end including concept brief, preparation of budget costings, submission of funding bids, tendering, procurement management and contract and construction management.
- Working with our professional consultants to oversee the work of contractors and on behalf of the charity ensure health and safety legislation is complied with (CDM Regulations).
- On completion, provide ongoing oversight of the maintenance of the charity's buildings.

Person Specification

Skills and abilities:

- Professional and organised approach
- Strong leadership and collaborative skills

Knowledge

- Education to degree level in construction, estate management, architecture or similar
- Evidence of continued professional development throughout career
- Understanding of the third sector
- Proficiency in Microsoft office Suite

Essential experience:

- Have significant experience in leading major capital projects particularly with respect to finance and risk management.
- Have significant and relevant experience of capital project management with a knowledge of the charity/not for profit sector.
- Be able to provide strategic advice and guidance in relation to property matters.
- Membership of a relevant professional body.

Personal Qualities and Attitudes:

- Professional and organized approach
- Proactive, positive and creative working ethos; a solution seeker
- Highly driven and enjoys working with people
- Collaborative and respectful leadership ethos
- Demonstrates a strong commitment to Equi-Power's vision
- An understanding of key principles of equality, diversity and inclusion, and a commitment to applying these principles in your role as a Trustee

Benefits

You will have opportunities to use your valuable experience in governance and project management as a board member, with the opportunity to contribute to moving Equi-Power towards project goals with outstanding social impact. You will be invited to future high profile events including those attended by RDA UK's Royal Ambassador Princess Anne. Role appropriate Governance training will be provided.

How to Apply

To apply for the role please send your CV together with a supporting statement (maximum two pages of A4) that addresses the criteria laid out in the Person Specification and your interest in Equi-Power's work to development@equi-power.org Please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

Recruitment Timetable

Deadline for applications: Midnight 24th February 2023

Initial conversations: w/c 27th February 2023

Panel Interviews: March 2023

Queries

If you wish to have an informal discussion about the opportunity, please contact the Service Manager Amanda Namey on 07522 605593 or email: development@equi-power.org

If you require this document in an alternative format, please contact admin@equi-power.org