



Lothian Centre for Inclusive Living (LCiL)

The Lothian Centre for Inclusive Living (LCiL) is a user-led not-for-profit organisation.

We work with disabled people regardless of their impairments, people with long-term conditions and older people, parents and carers.

We support people in East Lothian, Midlothian, Edinburgh and West Lothian.

The main aims of the Lothian Centre for Inclusive Living are to:

- Provide a range of services to support Independent Living, developed and managed by and for disabled people.
- Support the right for disabled people to live independently and take control of their own lives.
- Provide the opportunity for disabled people to further their own personal and professional development, including through peer support.
- Challenge the attitudes, and the physical and social barriers that create disability.

LCiL Management and Governance

The Lothian Centre for Inclusive Living operates as a charitable company with limited liability. There is a membership and an elected Board of Directors. As a Disabled People's Organisation (DPO) more than half of the Board of Directors must be disabled people and the Convenor must also be a disabled person.

Current members of the Board

Chairperson – Jeff Adamson

Secretary – Caitlin McPherson

Treasurer – Liz Pearston

Other Directors - Elizabeth Adamson, Dugald McArthur, Balkishan Agrawal

The Opportunity

The Board sets the framework and strategies of operation and development of the Centre. Staff are employees of the company through the Board of Directors.

LCiL Board of Directors are looking for individuals to join them in furthering the work that LCiL does. We are currently looking for individuals with experience in business development, customer care, volunteer support, communications (digital), deputy chair/convenor, deputy treasurer, policy and fundraising. However, we are happy to discuss any other experience and skills you feel would contribute to LCiL's success.

Functions of the Board

- ▶ To monitor and evaluate the work of the organization
- ▶ To establish, monitor and change as necessary the objectives of LCiL as in the Memorandum and Articles of Association
- ▶ To plan for the long and short term future of LCiL and determine appropriate policies to meet the needs of both users and funders.
- ▶ To oversee staff discipline, grievance, health & safety, appraisal, guidance, support, appointment & termination of employment with the Chief Executive
- ▶ To instruct staff through the Chief Executive to ensure policies are implemented

Duties & Tasks of members

- ▶ To be available to attend 6 weekly Board meetings and any other duties as requires, if sufficient notice is given
- ▶ To read, prepare, analyse and report information before, during and after meetings
- ▶ To undertake any action as a result of any decisions taken at a meeting
- ▶ To become familiar with the Memorandum and Articles of Association and ensure the company always operates within these at all times
- ▶ To represent LCiL in a professional manner at all times
- ▶ To ensure that LCiL always operating legally at all times
- ▶ To delegate tasks to the Chief Executive
- ▶ To maintain confidentiality in matters relating to LCiL at all times
- ▶ To ensure that LCiL always remains financially stability at all times

Person Specification

LCiL Directors must:

- ▶ Be willing to become a full member of LCiL
- ▶ Be aware of equal opportunities issues and be prepared to adhere to LCiL's Equal Opportunities Policy
- ▶ Understand and be able to work according to the Social Model of Disability (Training will be offered)
- ▶ Support the philosophy of Independent Living Movement (Training will be offered)
- ▶ Have knowledge of the Disabled People's Movement and disability issues in general
- ▶ Be self-motivated, organised, with good time management skills
- ▶ Be prepared to work as part of a dedicated team

Responsibilities to:

- ▶ Service users
- ▶ Members
- ▶ Funders
- ▶ Other Board members
- ▶ Disability movement

Responsibility for:

- ▶ Staff
- ▶ Service users
- ▶ Other members of the Board

Support to fulfil Board member duties

LCiL can arrange for the following if needed to help a Board member fulfil their responsibilities:

- ▶ Support from a personal assistant in preparation for (up to two hours) and at Board meetings if necessary.
- ▶ Arrange and pay for transport to the meetings.
- ▶ If a Board member requires support when representing the organisation LCiL can arrange for support.
- ▶ LCiL will pay reasonable expenses.

How to apply

Before applying you may wish to have an informal chat about the role, what it involves and the general work of LCiL's Board. Our chairman Jeff Adamson is happy to discuss queries such as this.

If you would like to arrange this, please get in touch by emailing HR@lothiancil.org.uk and we can arrange.

Application process

To apply, please fill in the application form provided with the application pack. You may also wish to attach your CV. However please note we require an application form to be completed in full, rather than referencing other documents.

Please send your application to HR@lothiancil.org.uk

Application deadline

Please return your completed application by 12 noon on 28 February 2023.

After this point applications will be reviewed by the Board and in lieu of an interview process, the Board will discuss candidate's suitability and offer successful candidates a position on a trial basis.

Special Notice: We are disability confident employer and as such we encourage everyone to share any support requirements with our recruitment team as we are always willing to assist with all information at our disposal. This can be done by emailing us at HR@lothiancil.org.uk.