

TRUSTEE RECRUITMENT PACK

Vacancy | February 2023



TRUSTEE ROLE DESCRIPTIONS AND INFORMATION

Background Information

Forces Children Scotland supports children & young people from serving, reservist, and veteran families across Scotland to realise their potential and thrive. We co-produce services and projects to overcome unique challenges to mental health and wellbeing, education and learning, important transitions, and much more. We provide life-changing experiences to develop new skills, build confidence and forge new friendships through a sense of belonging and shared experience. We co-produce impactful campaigns which amplify lived experience, transform attitudes and make big changes at local, regional, and national levels. We provide financial assistance responding to specific needs when it matters most to overcome financial hardship and to help others to dream big and pursue positive futures.

In March 2022, the Trustees agreed to a new three-year Strategic Plan, designed to guide the charity through a critical timeframe in which both the organisation's credibility, position within the sector in Scotland, and most importantly its service delivery must be strengthened. [View our 2023-25 Strategy](#)

Vision and Mission

Our Vision - To make Scotland a place where all Armed Forces Children and Young People can thrive.

Our Mission - To become the sector-leading charity in Scotland that supports children and young people, from serving, reservist, and veteran armed forces families, by providing exciting opportunities to get involved and by amplifying their voices to inspire change.

We will pursue our vision by working in partnership with individuals, groups, government, educational, military, and other institutions to respond to the education, training, and well-being needs of Scotland's Armed Forces children and young people.

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722

Registered Address: C/O The Melting Pot | 15 Calton Road | Edinburgh | EH8 8DL

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Trustees

Forces Children Scotland Trustees, who are all volunteers, are responsible for the strategic direction of the organisation, the charity's business plan and organisational policies, and for monitoring the performance of the CEO and the staff team. The Board of Trustees meets four times per year and consists of up to twelve members.

Staff Team

The staff team currently consists of:

- CEO (FT)
- Depute CEO and Policy Lead (FT)
- Marketing, Communications & Development Manager (FT)
- Finance and Grants Manager and PA to CEO (FT)
- Admin and Fundraising Assistant (PT)
- Children and Family Services Manager (FT)
- Wellbeing Worker (FT)
- Wellbeing Worker (FT)
- Wellbeing Worker (FT)
- Participation Manager (FT)
- Youth Participation Worker (FT)
- Youth Participation Worker (PT)
- Learning and Development Worker (FT)
- Policy Officer (FT)

Staff are home based across Scotland as we deliver support Scotland-wide. We have an office base at The Melting Pot, 15 Calton Road, Edinburgh, EH8 8DL.

Roles and Responsibilities

Collectively, the role of a Trustee is to:

- Provide strategic leadership.
- Safeguard the good name of Forces Children Scotland.
- Ensure that Forces Children Scotland's governing documents are fit for purpose and that the organisation complies with its governing documents, charity law, any other relevant legislation or regulations, and the requirements of all relevant inspection and regulatory bodies.
- Make sure it pursues its charitable objectives as defined in the Act of Parliament.

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Supporting armed forces
children & young people

- Ensure the financial viability and sustainability of the charity.
- Ensure that Forces Children Scotland applies its resources exclusively in pursuance of its objectives.
- Ensure the continuing relevance of the mission and compliance with the objectives, purposes, and values of the organisation.
- Approve policies, plans, and budgets to achieve these objectives and monitor performance against them.
- Agree on all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- Set and maintain frameworks of delegation, internal control, and risk management.
- Ensure effective and efficient administration of the organisation and support the CEO as necessary in this regard.
- Appoint the CEO and monitor his/her performance.
- Review organisational investment policy on an annual basis.

What you should expect of Forces Children Scotland

- An induction process on joining the charity to understand the organisation, its ethos, and objectives.
- A participative and open style of Board of Trustee meetings in which all are encouraged to contribute and are listened to.
- Board papers distributed at least one week before meetings.
- Open access to the Chair of Forces Children Scotland and the CEO to deal with any matters related to the charity.
- An opportunity to attend board training and development days which are held from time to time.
- Appropriate expenses.

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What Forces Children Scotland will expect of you

- A reasonable time commitment. The Board of Trustees meets four times per year in March, June, September, and December. The meetings normally take place in Edinburgh, although may take place via Zoom. Board members are expected to attend these meetings. In addition, there may be additional occasional meetings such as Forces Children Scotland planning days, representation on working groups, and training.
- Be an ambassador for the charity. You represent Forces Children Scotland in both your personal and professional community.
- Know what the charity does, keeping up to date with reading materials, news, and the website. To be an effective ambassador, you should know whom we work with, and the scope of our work, and also see this work in action where possible. Please ask for briefings if needed.
- Network with your professional community and your contacts. As part of being an ambassador, speak to people you know and come into contact with, making sure they are informed and aware of Forces Children Scotland.
- An appreciation of the overall statutory and regulatory framework within which Forces Children Scotland operates, and in particular the responsibilities that this implies for the Board of Trustees.
- A personal commitment to the responsibilities of corporate governance.
- A willingness to represent the organisation at relevant internal and external events.

Selection Process

The closing date for applications is 5pm on Friday 17th February and interviews will be held 21st or 27th of February. For an informal discussion, please contact Suzanne Wilson, Chairperson, on 07841 575592. Please return completed applications to Karen Smith, via the email address admin@forceschildrenscotland.org.uk. In addition, please state in your email subject line whether you are applying for the Trustee Vacancy or the Safeguarding Lead Trustee vacancy.

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