

VALE OF LEVEN TRUST

Management Committee - Purpose of Role:

As a Trustee of The Vale of Leven Trust (VOLT), you will provide leadership and strategic direction for VOLT on behalf of the members, secure its long-term sustainability, and oversee the legal, financial and operational management of VOLT, ensuring it meets the charitable aims set out in its constitution.

Role

As a Trustee of The Vale of Leven Trust, you will:

- Provide leadership and firm strategic direction for VOLT and maintain appropriate accountability.
- Safeguard and promote the values, ethos and objectives of VOLT.
- Fulfil the legal duties and responsibilities of Company Directors and Charity Trustees.
- Monitor and maintain the sustainability and financial viability of VOLT.
- Support the Development Manager of VOLT in delivering the aims and objectives of VOLT.
- You will contribute to the development of VOLT's strategic plans.
- You will prepare for and attend Management Committee meetings.
- The ability to be creative and innovative and respond positively to change.
- You will monitor progress on the implementation of VOLT's business and strategic plans and review the financial position of the organisation.
- Have a commitment to Nolan's seven principles of public life amended to the nine principles on Standards in Scottish Public Life (see Terms of Reference document).

Demands of the post of Trustee, and commitment required:

- Learn about VOLT and its work, and the individual and collective roles and responsibilities of the Trustees.
- Attend the 4-6 weekly Management Committee Meetings and the yearly AGM (these are usually held in person, early evening – or online if restrictions are in place).
- You may be asked to participate in steering or short life working groups to progress particular areas of the Management Committee's work.
- You may be asked to contribute to occasional staff recruitment processes, development days and training (possibly 3 days per year).

Knowledge, skills and/or experience in one or more of the following areas is desirable but not essential:

- Financial Management
- Marketing & Branding
- IT / Data Management
- Social Media
- Employment / Human Resources / People Management

The Vale of Leven Trust is a Scottish Charity, SC047591, regulated by the Scottish Charity Regulator (OSCR)

Remuneration

There is no payment for acting as a Trustee. Travel and out-of-pocket expenses will be paid on submission of a claim with receipts.

Training

Trustees will be offered induction and access to other training or learning relevant to the role.

Equal opportunities

We are committed to creating an environment where everyone can contribute and reach their full potential regardless of individual characteristics or circumstances. We welcome applications for the Management Committee from all suitable candidates regardless of gender, race, disability, religion, or belief.

Successful applicants will initially be co-opted to the Board and then confirmed at the AGM in June.