



Active Communities

Trustee Recruitment Information. Autumn 2023



Hello.

Thank you for your interest in Active Communities and our Board of Trustees.

We are looking to hire new trustees who share our values and are passionate about accessible health and wellbeing opportunities for the local community.

Over the last year, we have made considerable progress in working towards our vision to create happy, healthy communities in Renfrewshire. This has included:

- Continuing to deliver a range of high-quality community health & wellbeing programmes
- Opening Station Seven, our brand new, state-of-the-art community hub in Johnstone
- Working collaboratively with a range of partners to improve health and wellbeing together;

Next year we're looking forward to building on what we can offer to communities across Renfrewshire. To do this, we will grow our programmes delivery, invest in our team and develop our organisational sustainability.

To support this we wish to expand the skills of the board of trustees in the following areas:

- Public Health
- Social Enterprise/Business Development
- Community Learning and Development
- Facilities Management
- Climate action and net zero

We are also looking for people with lived experiences of social and economic factors affecting local communities.

You can find out more about the role in this information pack.

To apply please send your CV to colette@activecommunities.co.uk or contact Colette, HR & Ops Manager for more information.

Our Core Values

We strive to make our values part of our daily life at Active Communities and reflect who we are and what we want to achieve in the local area.

We Champion

We empower and inspire people in the community that need us the most

We Care

We are determined to include everyone and give people a place to belong

We Connect

We listen, involve and we bring people together

We Celebrate

We recognise all achievements should be celebrated, enjoyed and make us all feel good

We are Courageous

We constantly challenge ourselves and have the strength and passion to make a difference in people's lives



About our board

Sarah-Jane Russell

Sarah Jane is from Johnstone and has been involved with Active Communities for five years as a volunteer and Trustee. She has played a key role within the Board of Active Communities and the development of Station Seven. Sarah Jane brings a wealth of local knowledge to the post as well as great organisational and fundraising skills through her years of experience as a board member and also as chair of St Margaret's Primary PTA. Sarah Jane, who works for the NHS, said: "I am passionate about helping people and watching them thrive with support and friendship.

Russell Borland

Russell has spent over 30 years in the finance and professional services sectors where he held several leadership and business management roles, latterly as managing partner of a consulting firm. Russell joined the board in May 2022 and is now the Treasurer, working with the Board and Senior Management team to look after the charity's finances.

Lindsay Moffat

Lindsay is a secondary school teacher who specialises in supporting young people with mental health issues to access education. Lindsay decided to volunteer with Active Communities as she is passionate about promoting health to all and was impressed with the charity's ability to listen to the community and respond to their needs with innovation, enthusiasm and empathy.

Isabel Thompson

Isabel taught for 40 years in Primary Schools in Renfrewshire but has now been retired for 20 years. During the time of caring for her husband Isabel became a member of Active Communities walking group and shortly before Active Communities made the great step forward into Station Seven she joined the Board of Trustees.

Diane Webb

Diane brings a wealth of experience from the third sector, public and private sector and in particular around digital inclusion strategy and development. Diane has followed the passion and success of Active Communities through the years and is enjoying offering her knowledge, experience, and support as a Trustee.

Susie Paterson

Susie has a combined wealth of experience from the private and voluntary advice sector whilst pursuing developmental opportunities in innovative and progressive organisations. Susie brings to the board of trustees experience of managing funding activity, delivering multiple community projects and social enterprise strategy.



Trustee Role Description

Responsible to:	Chair of Board of Trustees
Hours:	A few hours per month. Board meetings are held every 4-6 weeks, typically in the evening.
Salary:	Voluntary but travel expenses paid
Location:	The Board meets in Johnstone or remotely by video call.

Role Responsibilities

The Board is responsible for setting the strategic direction of the organisation to deliver the charitable objectives. As a member of the Board of Trustees you will be responsible for ensuring the effective oversight and governance within the organisation for the benefit the people who access Active Communities.

Active Communities have an experienced management team that is responsible for the day-to-day management and delivery of the organisations operational aims. The Board is responsible for the supervision of the Chief Executive to take overall responsibility for the organisation, acting collectively and effectively in its interests by giving strategic direction and determining the mission and vision. The Board of Trustees makes the decisions required for scrutiny, quality assurance and management of the organisation, ensuring compliance, good governance and adequate financial resources. The Board of trustees also ensures risks are carefully managed and act and uphold the principles of equality, diversity and inclusion.

Trustee Role Description Cont'd

General responsibilities, of the Board include:

- Act with Care and diligence
- Promote and champion the values of Active Communities
- Provide strategic leadership, and support to the Chief Executive Officer
- Ensure Active Communities complies with its memorandum and arts, charity law, other relevant legislation or regulations
- Ensure that Active Communities pursues its objectives as defined in its strategic plan
- Ensure the financial viability and sustainability of the Charity
- Ensure that Active Communities applies its resources exclusively in pursuance of its charitable objectives
- Design, review and approve all strategic policies, plans and budgets to ensure the organisation complies and delivers its charitable objectives, and monitor performance against them
- Set and maintain frameworks of delegation, internal control and risk management
- Ensure effective and efficient administration of the organisation and support the Chief Executive Officer, as necessary
- Annually review the performance of the Board and take steps to improve its performance
- Appoint independent auditors
- Be aware of and abstain from any conflict of interest
- Keep the local community at the heart of decision making
- Review organisational investment policy on an annual basis
- Plan for succession and sustainability
- Seek new Trustees when appropriate

Trustee Role Description Cont'd

Person Specification

Previous board experience is not essential but we would consider the following qualities and competencies to be essential

- experience of working as part of a team
- good communication skills
- a considered approach to equality, diversity and inclusion
- understanding of issues affecting people in the local community
- understanding of charity governance and duties of a charity trustee
- non-judgemental and commitment to the strategic values of Active Communities
- leadership within your field of expertise
- sound, independent judgement
- ability to devote sufficient time and effort to Active Communities

What we offer you

Be part of a skilled and experienced team

Develop your skills and knowledge of being a trustee and governance.

Opportunity to make a difference and have influence in local communities

Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community

Travel and out of pocket expenses

Training & Support

We offer induction training to our Trustees and can provide other support and training if you are new to the role of Trustee.

We also have a super friendly Board of Trustees on hand to help new Trustees get to grips with their role.

What next

Once we receive your CV, we will be in touch within a week to advise if you have been shortlisted.

We will plan an informal interview process from there, involving current trustees and the CEO.



An abstract graphic consisting of numerous short, diagonal lines in various colors (red, orange, yellow, green, blue, and black) scattered across the upper half of the page. The lines are of varying lengths and orientations, creating a dynamic, energetic pattern.

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