



## **Edinburgh Communities Climate Action Network Trustees Role Description**

Are you looking for an opportunity to use your skills to make a difference to the environment, local communities and Edinburgh as a whole? An opportunity has arisen to join our trustees!

You will be interested in joining ECCAN's trustees if you have a personal commitment to supporting any climate or nature action.

ECCAN is looking to co-opt trustees. This is an exciting opportunity to contribute to supporting community-led action in Edinburgh; to address the climate and nature emergency in ways that create a just, thriving and resilient city.

A recently established charity, the trustees are responsible for facilitating the community-led development of a strategy and a long-term plan, and making decisions to oversee the running of ECCAN. The Charity has received a year's start up funding from the Scottish Government, and trustees will be responsible for:

- providing leadership, direction, and advice to the ECCAN staff team;
- designing, inviting applications for, and distributing community funding;
- securing the charity's long-term organisational and financial future.

trustees contribute to the delivery of [ECCAN Mission Statement](#). This is a volunteer role that will provide the right candidate with the opportunity to be an integral part of our dedicated team and make a positive impact in Edinburgh, its communities, and environment.

### **THE ORGANISATION**

ECCAN supports community-led action in Edinburgh to address the climate and nature emergency and work for a just, thriving and resilient city.

Our network empowers individuals and community groups, providing resources, support, and opportunities for meaningful climate and environmental action.

ECCAN was set up in May 2022 and we have now grown to be a network of 247 members including 76 community groups. Our dedication is to the environment and to members, operating to constantly recognise and respond to our community's needs.

### **TRUSTEES TERMS OF APPOINTMENT**

#### **Terms of Office**

Charity Number: SC052989

Address: 19 Alderbank Terrace, Edinburgh, EH11 1TA

- Trustees will be co-opted until the next election at the Annual General Meeting in November 2024

- This is a voluntary position, but reasonable expenses are reimbursed i.e. childcare, travel etc.

## **Time Commitment**

- Around seven hours per month, of which trustees meetings lasting two hours every month.
- Attending relevant subgroups

## **TRUSTEES DUTIES**

Trustees have a collective responsibility. This means that trustees always act as a group and not as individuals.

Key aspects of trustee roles at ECCAN are as follows:

- To act collectively in assisting the convener of Trustees to provide leadership on specific areas of strategic direction. The convener will be elected from among the trustees.
- Approve operational strategies and policies, monitor and evaluate their implementation.
- To act as an effective champion for ECCAN
- Contribute to reviews of ECCAN's own governance. Attend meetings adequately prepared to contribute to discussions.
- To ensure that ECCAN has people from diverse communities at the heart of decision making
- To oversee and ensure the implementation of ECCAN policies, with responsibility for occasional decisions on individual recipient cases
- To ensure effective corporate governance, risk management and financial management of ECCAN
- To ensure public accountability for the funds for which ECCAN receives from central and local government and raises independently
- To uphold the highest ethical standards of integrity and probity and comply with the Trustees' Code of Conduct
- To have more understanding about how diversity, equity and inclusion (DEI) play a role as a trustee and committing to learning and development in this area will help the trustees become more effective and positively impact those organisations and communities ECCAN seeks to serve.

## **● IIWHO WE ARE LOOKING FOR?**

We are looking for people willing to bring energy, enthusiasm and commitment to the

role, and who will broaden the diversity thinking in our trustees.

## TRUSTEES' SKILLS AND QUALITIES

We seek individuals with experience in the third sector, who are committed to environmental justice, community development, participation, empowerment and particularly acting on climate change. We particularly want to hear from people with current skills among the following:

- Community development, organising, engagement and outreach
- Previous experiences in leadership roles for a charity is desirable.
- Campaigning, influencing and advocacy
- Collaborative and partnership working
- Health and wellbeing
- Charity & company law
- A strong personal commitment to Diversity, Equity and Inclusion
- HR and Recruitment / People Management
- Data protection
- Inclusive Leadership
- Environmental/social governance
- Policy and research on climate change
- Governance, conflict and risk management / resolution
- Accountancy, finances, fundraising and income generation

## DIVERSITY AND INCLUSION

We want to represent the diversity of lived experiences by a range of communities. We therefore invite applicants from all backgrounds in order to amplify the voices of all of the cultures and communities within Edinburgh. We encourage applications from:

- People from ethnic minority backgrounds
- People with a disability
- People who identify as LGBTQ+
- People who are socially and economically deprived areas or backgrounds
- Underrepresented gender identities
- People of various faith
- Young people and elderly people.

## How to Apply

To enquire about this exciting and rewarding role, please email ECCAN Network

Lead [Mark@eccan.scot](mailto:Mark@eccan.scot)

[Find out more about ECCAN](#)