



# Independent Advocacy

Perth & Kinross

## Trustee Recruitment Pack

May 2024

## Thank you for your interest in joining our board

Becoming a trustee of Independent Advocacy Perth and Kinross (IAPK) is both a privilege and a rewarding experience. You will help us provide governance and strategic direction to a sector-leading organisation making a significant and positive impact, ensuring the voices of those who are most in need are being heard.




As an organisation, we are committed to supporting and advocating for the disempowered, vulnerable, and discriminated against in society. Our values are based on respecting the inherent human rights of every person and securing social justice for all who use our services.

IAPK is a registered charity in Scotland (SC035138) and a Company Limited by Guarantee without a share capital. The organisation has grown significantly in the last two years due to the demand for its services. To meet this demand, we are consolidating organisational governance and leading the development of a new strategic plan to support and empower our team to deliver the highest-quality, values-based service to meet our clients' expectations.

This pack will help you understand IAPK and the role of a Trustee/ Director a little more, but for further information, please either contact myself at [audreyburns@iapk.org.uk](mailto:audreyburns@iapk.org.uk), or our Chief Executive Officer, Julie Hutton, at [juliehutton@iapk.org.uk](mailto:juliehutton@iapk.org.uk)

*Audrey Burns*

**Chair of the Board**



## **Thank you for taking an interest in Independent Advocacy Perth & Kinross**



My name is Julie and I have been working here since 2013 in a variety of roles, but I started as an independent advocate.

Although I am now the leader of the organisation, I still consider myself an independent advocate because, at IAPK, there's so much to learn that all that connects to our organisation's values – but also to the everyday life of our community.

As one of our board's trustees, you will be welcomed into a small, yet dynamic team trying every day to make things better. We believe in staying human, staying connected and providing a compassionate service in any way we can. Through this mentality, we help people to have their voices heard and feel empowered to take some control back in their life.

I hope you enjoy reading more about our organisation and I look forward to meeting you if you decide to take your journey further into independent advocacy.

*Julie Hutton*

**Chief Executive Officer**



## What does IAPK do?

Independent Advocacy Perth and Kinross (IAPK) is a free, confidential advocacy service that stands alongside people to safeguard their rights, help them understand their choices, and empower them to have their views heard by providing them with independent advocacy in settings and circumstances that affect their lives. We refer those accessing our service as our Advocacy Partners because we are completely “Partner-Led”. This means we represent their rights and views verbatim in a completely non-judgmental practice.

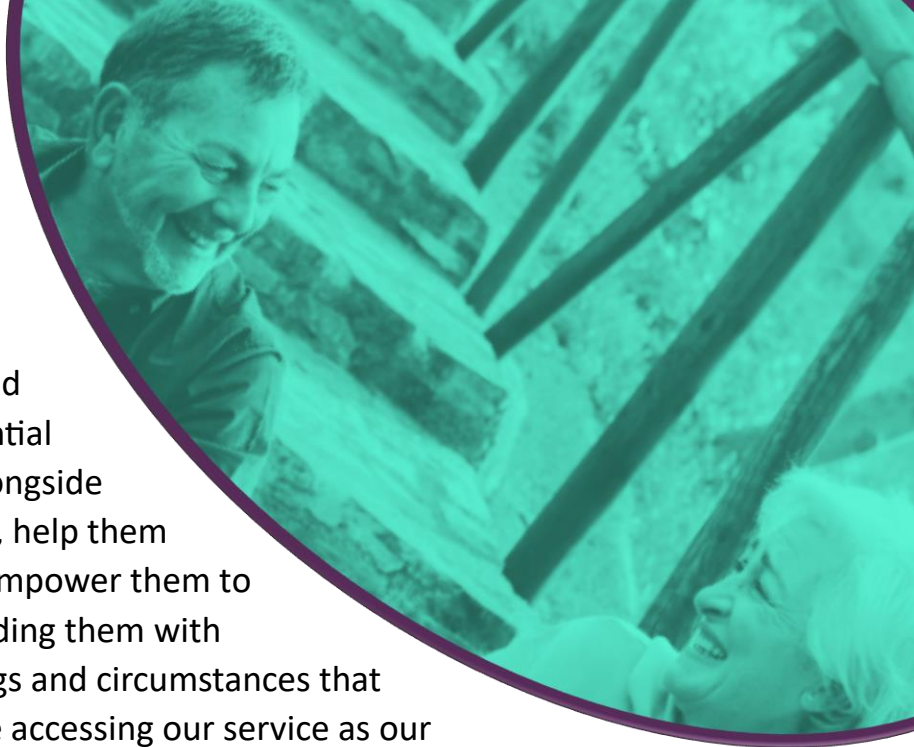
But what exactly is independent advocacy?

“Independent advocacy is about speaking up for, and standing alongside individuals or groups, and not being influenced by the views of others. Fundamentally it is about everyone having the right to a voice: addressing barriers and imbalances of power, and ensuring that an individual’s human rights are recognised, respected, and secured.”

*(As according to the Scottish Independent Advocacy Alliance)*

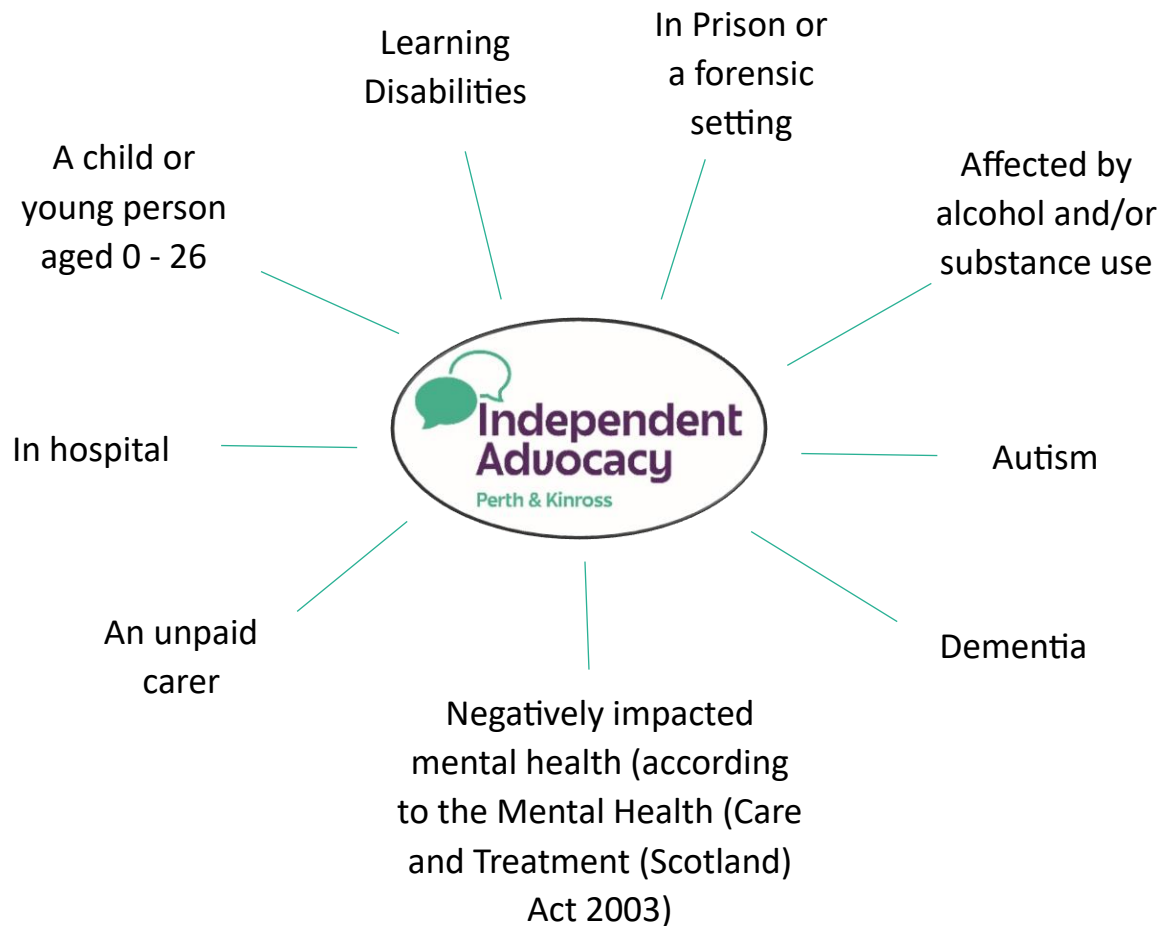
Here at IAPK, we do this by:

- Treating and respecting every Advocacy Partner as an individual.
- Informing Advocacy Partners of their human rights and responsibilities.
- Helping Advocacy Partners to write letters and make phone calls.
- Sourcing information and liaising with other professionals also working with an Advocacy Partner.
- Helping Advocacy Partners prepare for meetings and attending with them – or on their behalf.



## Who is eligible to use the service?

We work with Advocacy Partners who are or have:



### Our Vision:

To bring about the day when everyone's voice is heard and respected.

Your Voice  
+  
Your Views  
+  
Your Human Rights  
=  
Our Mission

## Our Next Trustee...

We want to hear from you if you have a dedication to human rights and ensuring they are accessible within your local community, every day, for everyone. You do not have to have previous board experience to join, however, some experience in Education, Governance, Finance, Legal, Human Resources and/or Strategy & Development would be essential. At this time, we are particularly looking for expertise in Finance and HR.

Our next trustee would also be someone that would uphold our values, respecting that we are **Partner-Led** and **Independent**, pursuing **Honesty** and the **Courage** to advocate for our partners' **Human Rights**, leading to their **Empowerment**.

### What would the time commitment be?

You would be expected to attend a 2 hour-long meeting every two months. This would primarily in person/hybrid meeting based at the IAPK office on 90 Tay Street, Perth, PH2 8NP – unless previously agreed to be on wholly through Teams. A flexible approach to these working hours will be required as the role will involve communication between meetings and may involve evening and weekend work.

Trustees are typically appointed for three years.

### Who would I report to?

For any work, questions, or concerns, you would contact our Board Chair, Audrey Burns.

### What responsibilities would I have as a Trustee?

General Responsibilities:

- To ensure that the organisation pursues its values and achieves its purpose.
- Be involved in the development and monitor the delivery of the strategic plan.



- Ensure that the organisation is a good and legally compliant employer of its paid and voluntary staff.
- Promote a healthy governance culture through teamwork and support.
- Support the Chief Executive and other Trustees to foster positive cultures.

### Finance

- Ensure the finances are recorded appropriately and properly managed  
Scrutinise and positively challenge the financial and risk management processes.
- Ensure that resources are used efficiently and economically.
- Ensure that any assets are properly managed.

### Legal Compliance

- Ensure the charity is legally compliant with up-to-date policies and documents.
- Ensure that IAPK is properly insured against all reasonable liabilities.

### People and Culture

- Work collaboratively with the board and senior managers to support the organisation to achieve its purpose.
- Contribute to meetings with positive discussions, informed challenges and appropriate comments and ideas. Be open, accountable, and approachable to encourage a learning culture within the organisation.
- Develop relationships and networks to promote the work of the charity.

This job description is broad-based and is not intended to be an exhaustive list of all possible duties. More information about being a Trustee can be found on the web pages of the OSCR, the Scottish Charity Regulator.

## What's in it for me?

You would be joining IAPK during a busy yet exciting time of expansion. You would be supporting the service to reach more advocacy partners than previously possible, with a team that has over doubled in number and goals to approach unmet needs not currently covered within our parameters.

We will provide you with training and ongoing support for your role as our new trustee.



## How to Apply:

If you would like to apply to be on our board, please send a copy of your CV to our Chief Executive, Julie Hutton, at [juliehutton@iapk.org.uk](mailto:juliehutton@iapk.org.uk).

With this, please also send a cover letter telling us why you would like to join us and our vision to bring about the day when everyone's voice is heard and respected.

After your CV has been received, we will be in touch to arrange an initial meeting.

As a human rights service, Independent Advocacy Perth & Kinross is devoted to Equality, Diversity, and Inclusion. We encourage applications from eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.



**Thank you for your time, we look forward to hearing from you!**