



Edinburgh

**Dog
&
Cat**

Home

Trustee

Recruitment Pack





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Here at Edinburgh Dog and Cat Home, our mission has never been clearer or more important. A large part of our work is looking after the dogs and cats who need us, but we need to look after the people behind the pets, too. We want to keep dogs and cats with the families who love them and preserve the dignity pet ownership can bring to people going through hard times. Simply put, we're here to keep loving homes whole - to get to the root of the issue instead of offering quick-fix solutions. Since 1883 we've been supporting the dogs, cats, and humans who need us - because behind every pet in need is a person in need.

Lindsay Fyffe-Jardine
CEO Edinburgh Dog & Cat Home
Lindsay Fyffe-Jardine

WHO WE ARE

Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves., and we get our claws into our cause.

OUR MISSION

Sometimes caring for dogs and cats in the unconditional way they love us means taking them in, but sometimes, dog and cat rescue means keeping them exactly where they are. If a pet already has a loving home, we want to keep them there whenever possible.

This sometimes means helping out owners whose circumstances have changed through our Pet Foodbanks or by raising awareness of pet poverty to support lasting change. So rather than take them in and help them find a new home, we want to keep them where they're already loved.

We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes.



TRUSTEE ROLES AVAILABLE

The Home is looking for several passionate individuals to join our board, helping to guide and strengthen our organisation into the future.

We are ideally looking for individuals with any of the following experience:

- Finance
- Social justice/outreach background tackling poverty
- Animal welfare
- Governance
- Property law



ROLE OF THE TRUSTEE

The Trustee is expected to participate fully in the work of the board, ensuring the collective responsibility of the board of trustees. This includes attending Board meetings as well as upholding the values and good name of the organisation. The Trustee is expected to attend and possibly chair committees and ad hoc meetings of the Board as well as participating in a board induction, any training and other evaluation identified as an individual and as part of the board of committee.

PRINCIPAL RESPONSIBILITIES

There are the key areas of responsibility of an individual Trustee, Strategy, Governance and Performance Monitoring.

Strategy

- **Develop, set and ensure the strategy and vision by which the charity aims to fulfil its charitable purpose.**
- **Establish clear objectives to deliver the agreed plans and strategy and meet the charity's objects and regularly review performance against those objectives.**
- **Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.**
- **Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, cultural, competitive, partnerships, alliances).**

Governance

- **Ensuring the Home adheres to sound principles of governance and has a governance structure appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.**
- **Ensuring the Home complies with, and pursues its objectives in accordance with its constitution, charity law, company law and any other relevant legislation or regulations.**

PRINCIPAL RESPONSIBILITIES

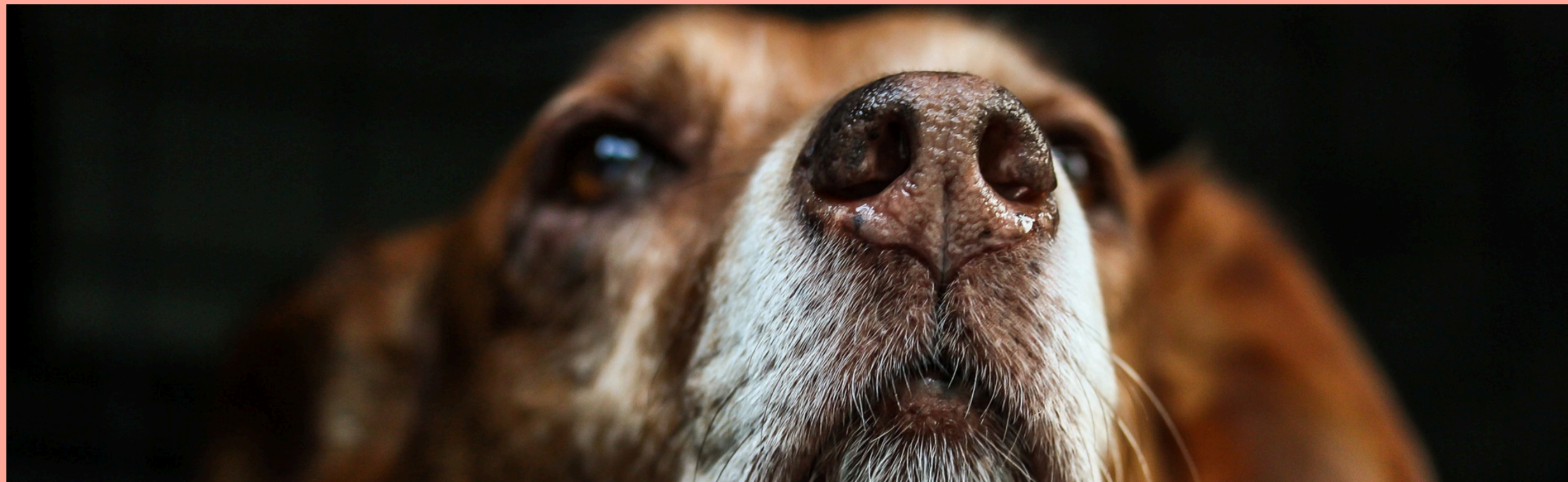
Governance (continued)

- **Ensuring that financial controls are robust and that the board is kept fully informed through timely and relevant information.**
- **Ensuring the financial stability of the Home, overseeing robust financial decision making and management of the Charity's resources including proper investment of funds.**
- **Maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.**
- **Ensuring that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.**
- **Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objectives.**
- **Ensuring there are proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive**
- **Ensuring that the organisation acts in accordance with employment law and exercises a duty of care to its employees.**
- **Ensuring that the board regularly reviews the governance structure and its own performance against an agreed programme.**
- **Ensuring that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.**
- **Ensuring that trustees have an agreed code of conduct which is complied with.**

PRINCIPAL RESPONSIBILITIES

Performance Monitoring

- Ensuring the effective implementation of Board decisions by the Chief Executive and the Senior Management Team 'the SLT'.
- Monitoring performance against the challenging objectives set to improve performance.
- Ensuring that key performance indicators are aligned with the values and ethos of the charity and its culture.



PERSON SPECIFICATION

The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous to the role of charity trustee:

- a high level of understanding and interest in the purpose the charity
- a commitment to the values and principles of the charity
- good business and financial acumen
- strategic vision
- good interpersonal and communication skills
- ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems
- sound, independent judgement, courage, common sense and diplomacy
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of charity governance
- sufficient time and commitment to fulfil the role
- ability to listen to and welcome alternative opinions and experiences
- flexibility in thinking
- a desire to implement the highest standards of governance.



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HOW TO APPLY

Submit your CV and a covering letter to recruitment@edch.org.uk

Closing date: Friday 23rd August