

Treasurer

Position Profile

July 2024



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1. Welcome

A Welcome from John Bury, Chair of the Board

Thank you for your interest in joining the Planning Aid Scotland Board of Directors in the role of Treasurer.

Our vision at Planning Aid Scotland is one of an inclusive society where communities are at the heart of decision-making about their places. Our aim is to help individuals and communities navigate the planning system and positively shape the future of their places.

To achieve this vision, we:

- raise awareness of the planning system
- support and promote participation in planning decision-making processes
- identify and overcome barriers to inclusive participation
- create safe spaces that promote collaboration
- enable a culture that allows all voices to be heard

For the last decade, we have operated not only as a charity, but also as a social enterprise. This shift has empowered the organisation to flourish and grow, giving us greater flexibility to respond to the changing needs of the communities that we serve. It has also allowed us to better support our partners in local authorities and public bodies and raise the bar for community engagement.

This is a period of intense change within the planning system in Scotland and a time of change and opportunity for our organisation. In October 2022 we appointed our new Chief Executive, Johanna Boyd, and since then several new members of staff have joined the team, reflecting the growing demand for our services.

Our current Treasurer, Caroline Cuthbertson CA, is nearing the end of her term of service. Consequently, the Board of Directors is looking to recruit a new Treasurer to join the Board at our next AGM in Autumn 2024. We are looking for someone with an understanding of or background in finance, however the role does not require the candidate to be a qualified accountant.

Should you wish an informal discussion about the role, please reach out via the contact details in this document.

Thank you.

John Bury,
Chair of the Board

2. Our Organisation

Introducing Planning Aid Scotland

- We are a charity and social enterprise that helps individuals, communities and business start-ups to navigate the planning system and shape the future of their places in an accessible and inclusive way. We help individuals and communities have conversations that can lead to change.
- The places where we live, work and play have an enormous impact on how we live our lives. For this reason, we believe in participatory placemaking, where everyone has an opportunity to influence the future of their local place.
- Established in 1993, we are a charitable organisation, limited by guarantee, also operating as a social enterprise. The Scottish Government provides a core grant to support the delivery of our Advice Service. Other funding comes through the organisation's social enterprise activities including project delivery, partnership working and the provision of training.
- Volunteering is at the heart of what we do. We have a network of several hundred volunteers, professionals from across the built environment. The Scottish Government highlighted our volunteering model in the National Volunteering Framework ([case study on pg23](#)).
- We recently marked our 30th anniversary, read more [here](#).
- In March 2024, Planning Aid Scotland was awarded overall winner at the Scottish Government's inaugural Scottish Planning Innovation Awards and winner of the Sustainable awards category for our '[Live Life Morvern](#)' project in collaboration with the community in Morvern.

Our Strategic Priorities for 2022-25 are:

- ✓ To advocate for inclusive participation
- ✓ To mainstream community-led planning
- ✓ To address the climate emergency
- ✓ To develop as a learning organisation

More About Our Work

- Our Advice Service provides free, impartial and confidential advice to individuals, communities and business start-ups, provided by our specialist volunteers (mainly chartered planners)
- We provide training on skills development, community engagement and facilitation for community groups, planners, elected members and public bodies, as well as to seldom-heard groups who often cannot readily engage in the planning system, including children and young people
- We take a facilitation-based approach, striving to ensure that all voices are heard and that communities feel confident to take ownership of plans for their community

- We support communities to develop and deliver their own community-led plans and Local Place Plans
- Our work is focused on delivering key objectives, including improving participation, reducing poverty, helping Scotland address the climate challenge and helping our partners in local government and public bodies improve their delivery
- Our partners include the Scottish Government, local authorities, public bodies, community councils, development trusts, community and third sector organisations, housing associations, higher education providers and more. We also provide regular internships and have agreements with the University of Glasgow, the University of St Andrews School of Medicine, and Stirling University

Find out more at www.pas.org.uk.

3. Our Culture

Board of Directors

Planning Aid Scotland is a Company Limited by Guarantee and a Charity, registered in Scotland. It is defined by its Memorandum and Articles of Association.

We currently have [eleven board members](#) and are looking to recruit a new board member to assume the role of Treasurer.

Board members are expected to take part in quarterly board meetings, these take place for a duration of around two hours, usually in the early evening. Board meetings are hybrid, with the meeting taking place in the office for those who can attend in-person, with the ability to join online for those unable to attend in-person.

The Board focuses on strategic direction and vision rather than organisational management and service delivery. In achieving this, the Board's key consideration is how to implement the organisation's charitable aims and objectives and Strategy.

To advise the Board, Planning Aid Scotland operates two committees: the Governance and Audit Committee and the Staffing and Resources Committee. Membership of the committees is made up of board members. Committee meetings are also held on a hybrid (online/in-person) basis.

Training on the Board member role is provided to all new board members to support them in their role.

Staff Team

Our staff team has a friendly and supportive working culture that prioritises staff wellbeing and flexible working. Whilst the work can be busy and demanding, we believe that a happy team produces the best results.

One of our strategic priorities as an organisation is a commitment to being a learning organisation. This focus on learning from what we do allows all team members to contribute ideas and feedback and enables us to test, trial and innovate new ways of working to deliver better outcomes and a happier team.

We have an office in Edinburgh city centre (not fully accessible). We currently have 10 staff members, who are encouraged to work flexibly between home and the office. Staff work in the office at least one day per week – usually a Tuesday, enabling the team to come together in-person.

Throughout 2023 the organisation piloted a flexible working / 4-day week policy. Following several testing iterations and extensive staff feedback, the Board of Directors approved the adoption of the 4-day week policy (for full-time staff) in October 2023.

Planning Aid Scotland is an equal opportunities employer. Please contact us if you would like to discuss any reasonable adjustments you might need.

4. The Opportunity

- The Treasurer is an officer of the Board of Directors and not a paid worker
- Board members act in a voluntary capacity without remuneration, however reasonable expenses will be re-imbursed
- The role of the Treasurer is to ensure that the organisation's finances and financial control systems operate correctly
- The Treasurer is not the bookkeeper and does not hold or maintain the financial records
- The Treasurer will be supported by relevant staff members, including the Finance Director and Support Services Manager
- The appointment is for a three-year term (and a further three-year term is possible thereafter)

We are looking for an individual who is passionate about members of the public and communities having a say in the future of their places and who supports a more inclusive, participative and innovative planning system in Scotland.

For the role of Treasurer, we are looking for an individual who has a sound understanding of finance (although the role does not require a qualified accountant), and ideally, the successful candidate will have previous trustee or board experience.

Key responsibilities for the role of Treasurer

- Present the annual accounts to the AGM
- Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them
- Whilst all board members jointly and severally have responsibility for the financial affairs of the organisation, the Treasurer's responsibilities are:
 - To advise the Board on financial matters related to its statutory duties, budgeting and financial systems
 - To monitor cashflow and alert the Board to any potential shortfall or other problem
 - To support the Chief Executive in the exercise of their financial responsibilities

Key responsibilities as a board member

- Attendance at quarterly board meetings (hybrid online/-in-person)
- Attend the Governance and Audit Committee
- Attendance at the AGM
- Membership of, and attendance at, one of the Board committees
- Willingness to participate meaningfully in the decision-making processes of the Board
- Act as an ambassador for Planning Aid Scotland

5. Find Out More

For more information, an informal discussion or to put forward an application, interested candidates should contact Johanna Boyd, Chief Executive.

E-mail: johanna@pas.org.uk

Deadline for applications: 30 August 2024

Thank you