

BUILD RAISE INSPIRE TOGETHER

Tiny Changes Trustee Recruitment 2024: Application Guidance and Questions

Before you complete the application form

Read this guidance and the Job Description and Person Specification and the Applicant Privacy Notice.

Completing the application form

We suggest using the questions below and recording your responses on any external document to ensure no information is lost during the application process. You will be able to copy and paste these into the application form.

Accessibility and Support

We strive to host an inclusive, accessible recruitment process that enables all individuals to engage fully. If you have any requirements, please let us know in the application form and for inquiries about accessibility, please contact us on info@tinychanges.com.

If you are unable to complete the application form electronically, please contact us on info@tinychanges.com and someone will be able to go through your application with you over the phone, zoom meeting, or another way that suits you as soon as possible.

If you can, we would suggest completing the personal details and monitoring sections of the application form and typing 'supported application' in any field of the core application requiring completion.

It might also be helpful to have a look at the application guidance below and think of some answers to the questions or take some notes in the draft template if you are able to.

Application Form Questions

Personal Details and GDPR Statement

Name

Phone Number

Where in Scotland do you live?

Becoming a Trustee at Tiny Changes

We're recruiting for new trustees, one of the positions will also ideally take up Tiny Changes board secretary position. Please refer to the job description for more information on the role responsibilities and requirements.

Let us know which role you're applying for:

- Tiny Changes Trustee

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- Tiny Changes Secretary (you will also become a Trustee)
- I would like to be considered for both

Other Trustee Positions - List and detail positions below

(Please include public, private, charitable, not-for-profit, clubs, associations)

Employment and Volunteering History

Please provide information on up to 3 relevant employment or volunteering roles.

Please give details for each role as follows: Period of Employment, Employer's name, role and details of post including duties, responsibilities and achievements:

Protecting Vulnerable Groups

Are you a member of the PVG scheme?

You don't have to be an existing member to become a trustee with Tiny Changes.

Supporting Statement

The Job Description and Person Specification outlines our values, aims and objectives as well as some of the key criteria we seek in a potential Trustee. Please indicate in your personal statement how you think your own experience and skills meet the person specification, align with our strategic pillars listed below, and will support you in the role as Tiny Changes Trustee.

Investment in youth-led innovation: Young people's wisdom, experiences and insights are our greatest assets. We create the conditions for young people to effect positive change in their communities, by listening to their ideas and investing our time and resources into making them a reality.

Learning from our impact: We are a young charity, with big ambitions, and we are still learning. We inspire lasting change through a deep understanding of the impact of our work. We gather insights from our successes and our mistakes, always asking young people what we could and should do better. We use these insights to challenge ourselves and others to improve the wellbeing of all young people.

Creating and nurturing communities for action: We believe in the power of community, and create and actively build supportive, inclusive and welcoming communities, led by and for young people. The roots of our community come from the music, art and life of Scott Hutchison and the support of the people who knew and were inspired by him, and our message of connection spans beyond this.

Investing in our future: As a charity committed to improving mental wellbeing we actively ensure that our team is well trained, supported, and that they have the resources they need to achieve our ambitions. We do this by being strategic in how we generate and administer all of our resources. We seek out opportunities to fundraise with people and organisations whose values are aligned to ours, so that we can maximise our collective ambitions for young people.

You can write your supporting statement in the application form or feel free to upload an additional document to the form.

References

Two references will be sought for successful applicants. We ask for name, number and an email address for your references at this stage, but we will not make any contact until after the interviewing stage.

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Accessibility

1. We hope that interviews will be held in person and further details will be provided as soon as they become available. If you require any accessibility adjustments to the interview process, please let us know here.
2. Should you be successful in your appointment to the post and require any reasonable adjustments to be put in place, please let us know here.

Sensitive Personal Information and Diversity Monitoring

We will use diversity and inclusion information to assist us with anonymised equal opportunities monitoring to evaluate the effectiveness of our recruitment process. If you choose to provide this information, it will not be used in the recruitment and selection process and will in no way be connected to your application.

Please help us by filling out this Diversity Monitoring Section which will be used for monitoring purposes, treated in the strictest confidence, and will not affect your job application in any way.

Recruitment Monitoring

Help us learn more about where people look for third sector vacancies!

Trustee Declaration

Read and confirm trustee declaration below on application form.

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application to become a trustee. I understand that false information or omissions may lead to my ceasing to become or remain a trustee of Tiny Changes.

I understand that this is an application for consideration by Tiny Changes Trustee Board and in line with Tiny Changes constitution and further governance documents, the decision to progress my nomination will be determined by Tiny Changes Trustee Board.

Specifically in relation to the Charities and Trustees Investment (Scotland) Act 2005, I declare that I am not disqualified from acting as a charity trustee and that:

- I am capable of managing and administering my own affairs.
- I do not have an unspent conviction relating to any offence involving deception or dishonesty (or any such conviction which is legally regarded as spent).
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or theft.
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance.
- I have not been involved in designing and/or promoting tax avoidance schemes.
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed from my creditors (ignore if discharged from such an arrangement).
- I have not been disqualified from serving as a company director.
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- I am not disqualified under the Protection of Vulnerable Adults or Children list.
- I will seek at all times to ensure the charity's funds, and the charity tax reliefs received by this organisation are used only for charitable purposes.

Application Form

[You can access the Tiny Changes Trustees Application Form here.](#)

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If you have any issues while completing the application, please contact us on info@tinychanges.com

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