

BUILD RAISE INSPIRE TOGETHER

Job Description and Person Specification

Purpose of Role

As part of Tiny Changes Board of Trustees, you will be responsible for the overall control and governance of the organisation, ensuring that Tiny Changes exists and takes all necessary steps in the pursuit of its purpose and strategic objectives. As Trustee, you will uphold the charity's values and be an ambassador for the charity and cause. This is an exciting leadership opportunity to join a dynamic organisation and help ensure the charity maximises its impact.

Trustee Duties

Charity trustees are the people in overall control and management of a charity. As a charity trustee, you are trusted to look after the charity's money and other assets and be responsible for making sure that the charity fulfils its charitable purpose.

For more detailed information on charity trustee duties see [Guidance and Good Practice for Charity Trustees](#). This sets out the duties and responsibilities of charity trustees. It also offers good practice in the governance of charities.

A charity trustee must:

- Act in the interests of the charity
- Operate in a manner consistent with the charity's purpose
- Act with care and diligence
- Manage any conflict of interest between the charity and any person or organisation who appoints trustees
- Provide leadership
- Set appropriate strategy and structure
- Ensure that they understand their role and responsibilities
- Comply with legislation
- Delegate and monitor the operational management and day to day authority to senior management
- Safeguard and protect the charity's assets
- Establish proper risk management and ensure that there are adequate internal controls to mitigate the risks
- Respect the confidentiality and sensitivity of the charity's business
- Approve appointments to the Board and the appointment of the Chief Executive

We're recruiting for new trustees, one of the trustees will also ideally take up Tiny Changes board secretary position. The secretary of a charity together with all other charity trustees are responsible for the efficient administration of a charity. The role of the secretary includes assisting the Chair(s) of the

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board with the planning of and the agenda for each board meeting and taking minutes at Board meetings.

Commitments

Trustees are able to serve for a maximum of 3 terms (a term is 3 years). There are currently 4 Trustee Board meetings a year in different locations in Scotland, and conversations in between on emails. You must be committed to preparing for and attending Board meetings, including reading Board papers. Board meetings are usually held Monday-Friday evenings. We operate with different sub-committees and working groups and you may be asked to devote time to these, in between Board meetings. There are other options for Trustees to attend Tiny Changes events or projects throughout each year.

Our Values and Mission

Tiny Changes Trustees will uphold and represent Tiny Changes purpose, vision, values and mission in a personal and professional capacity. We are looking for candidates who have a commitment and enthusiasm to progress the work of Tiny Changes and our current goals.

Our Values

Hopeful - We want to create a new narrative around mental health. Positive stories of support and invaluable lived experience that can give comfort to those who need it most. There is a fine line between the light and the dark and sharing a message of hope can be empowering for our community.

Brave - We are willing to take risks in supporting forward thinking and creative ideas. We are committed, we demand and we are determined to make change. We are not afraid to stand up for our community and fight for real change. We will stand side by side and prove that better is possible.

Honest - We don't have all the answers, but we are optimistic, determined and ready to learn. We will be open and transparent with our journey, adapting to our communities needs and celebrating progress over perfection.

Kind - We care. We listen. We ask. We encourage and support anyone to raise their voice. We learn from each other, teach each other and forgive each other. Compassion, empathy and understanding are all key to reducing stigma and starting important conversations.

What will you bring to Tiny Changes?

You don't have to have any previous experience as a trustee or in governance, what we are looking for is clear motivation and willingness to learn about governance as well as an interest in mental health and young people in Scotland. We are interested in hearing from people with skills in youth work, co-production, children and young people's mental health, finance management, fundraising, marketing, equalities, HR, movement or community mobilisation. Please read the full person specification below.

Candidates must:

- Have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role.
- Be eligible to act as a Charity Trustee.
- Have knowledge of, or interest in mental health issues affecting children and young people in Scotland.
- Have the ability to work effectively in a group; contribute to discussions; challenge constructively and ask questions appropriately.
- Share our values - we are Hopeful, Brave, Honest and Kind.

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Criteria/Requirement		
Experience	Team work	Essential
	Admin/Secretary (for Secretary role)	Essential
	Experience of management/Board/committee	Desirable
	CEO or CFO within organisation £1 million+ turnover	Desirable
	Strategic development	Desirable
	Leadership role	Desirable
	Youth work and/or co-production	Desirable
	Early years or education setting	Desirable
	Mental health - early intervention	Desirable
	Mental health advocacy/care setting	Desirable
	Third sector setting	Desirable
Skills, Knowledge and Vision	Good communication and interpersonal skills	Essential
	Ability to work effectively in a team	Essential
	Financial management	Desirable
	Strategic Fundraising - campaigns, partners or trusts/foundations	Desirable
	Marketing	Desirable
	Monitoring and evaluation	Desirable
	Equalities	Desirable

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	Movement or community mobilisation	Desirable
	Human resource management	Desirable
	Risk management	Desirable
	Creative thinking	Desirable
	Good independent judgement	Desirable
	Strategic vision	Desirable
	Risk management	Desirable
Personal qualities	Commitment to the charity and objectives	Essential
	impartiality and respect for confidences	Essential
	Active listener, equalities driven and self-reflective	Essential
	Hopeful, Brave, Honest and Kind	Essential
	Willingness to speak/challenge	Desirable
Other factors	Willingness to devote time and effort necessary	Essential

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