



Govan Home and Education Link Project (Govan HELP)

Trustee, Board of Directors

Role Description

Job Title:	Trustee
Responsible to:	Chairperson, Board of Directors Govan Home and Education Link Project
Remuneration:	Voluntary position
Deadline:	Friday 22 November 2024

Govan HELP has exciting development plans for the future, and we are looking to recruit new trustees to our Board, strengthening governance to help lead the organisation through the next phase of our development.

About Govan HELP

Govan Home and Education Link Project (Govan HELP) is a local Family Support charity based in the heart of the community in the Govan area of Glasgow. Our services aim to support children and families from the local area to overcome problems, build resilience and confidence, and achieve overall improvements in the quality of family life.

We offer five different services at Govan HELP, these being: Family Support, Play Therapy, Training and Volunteering, Adult Counselling and our most recent development, The Govan Pantry, which has evolved from a food bank project set up in response to the pandemic. We have close links with schools, social work and health colleagues in the local area and work collaboratively with organisations to achieve stronger outcomes for children and families. In addition, we work with a wide range of third sector partner agencies to build a more holistic package of support for families, tailored to their individual needs.

We know that the kinds of issues our families face can be wide ranging and include things like physical and mental health conditions, drug and alcohol addiction, housing and debt issues, domestic abuse, and trauma. These issues are further compounded by the impacts of poverty

and deprivation which is widespread in the communities of Greater Govan. Our services aim to alleviate many of the symptoms of poverty and deprivation, and we take a holistic approach to resolving the issues that families are struggling to cope with to ensure we can support families to achieve positive social, economic, and educational outcomes. Our services are often a lifeline for families who are facing complex and difficult circumstances and aim to respond to needs within the local community by developing local solutions that are aligned closely with needs.

More information on our services is available as www.govanhelp.org

Why become a Trustee at Govan HELP?

Trustees have an important role at Govan HELP. They share responsibility for governing us as a charity, setting our strategic aims and directing how we're run on a day-to-day basis. Trustees' activities also include vetting and administering funding applications and representing us at events. The ultimate goal of Trustees is to ensure that everything we do maximises the benefit for our service users — that is, families in Govan.

We are a registered charity, so Trustees must ensure we comply with current charity laws and guidelines as set out by the Scottish Charity Regulator (OSCR). You may find it helpful to look at OSCR's [guidance for charity trustees](#).

Are you eligible?

We aim to have a Board that is representative of our diverse stakeholder base and anyone can apply who believes they will add value to the charity. The role of a Trustee demands commitment, but it's also stimulating and very rewarding!

This year, we are looking to recruit new Trustees to join the Board at Govan HELP.

In particular, we are looking for nominees with the following knowledge and experience:

- Finance
- Governance
- Fundraising
- Counselling, clinical, and/or support services
- Venue management
- Volunteering
- Charity experience
- Early years and/or education

While we welcome applications from all parts of society, we are particularly interested in receiving applications from candidates from black and minority ethnic (BAME) backgrounds, and those local to the Govan area.

Govan HELP Board Trustee — Role Profile

Job Title: Board Trustee

Grade: Non-remunerated, out of pocket expenses reimbursed

Role Purpose: To provide governance and guidance to the company, supporting Govan HELP's aims of:

- Supporting families before their difficulties worsen and reach crisis.
- Improving children's school and nursery experience.
- Building resilience, confidence and self-worth in children and adults.
- Strengthening family relationships.
- Helping parents to feel more supportive, capable and responsible.
- Responding to the needs of children and families the local community

Relationships

Relationships are the fundamental human experience, and you will be expected to:

- Provide strong leadership and act as a role model to Govan HELP staff, volunteers and service users through demonstrating our values.
- Develop positive, respectful, and compassionate relationships with staff, volunteers and service users, focusing on their strengths and aspirations as individuals.
- Have a high standard of professional integrity with colleagues and other professionals
- Always establish and uphold clear professional boundaries.
- Represent the Board at key Govan HELP internal and external events such as staff and management conferences, stakeholder days, and fundraising events.

Corporate Governance

The Board of Trustees are the most senior officers and are expected to work towards the best interests of the organisation. Through this you will be expected to:

- Ensure that the company applies its resources exclusively in the pursuance of its objectives.
- Make certain it pursues its charitable objectives as defined in its memorandum and articles of association.
- Approve policies, plans and budgets to achieve those objectives, and monitor performance against them.
- Agree all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- Set and maintain frameworks of delegation, internal control, and risk management.
- Ensure effective and efficient administration of the company and support the Chief Executive Officer as necessary in this regard.

- Hold the Chief Executive Officer to account for the exercise of their delegated responsibilities and for the implementation of Board decisions.
- Deal with appointment of the Chief Executive Officer.
- Ensure the financial viability of the company, its stability and good performance.
- Ensure that Govan HELP complies with its memorandum and articles of association, charity law, company law, any other relevant legislation or regulations and the requirements of all relevant inspection and regulatory bodies.
- Protect and manage Govan HELP's property and ensure the proper investment of its funds.
- Use any specific knowledge or experience to help the Board of Trustees reach sound decisions. This will involve scrutinising papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives, or other relevant issues.

Strategic Oversight and Development

The Board of Trustees are responsible for the overall strategic direction of Govan HELP, ensuring that we meet our charitable objectives using the resources available. Through this you will be expected to:

- Determine strategy and provide strategic leadership.
- Work with senior staff to propose and develop new initiatives.
- Monitor the achievement of long-term goals.
- Work with senior staff and service users to improve the participation of our service users in the ongoing development of our work.
- Overview of the Pension scheme.

Personal & Professional Development

Govan HELP encourages people to be actively involved in their own and the organisation's development and you will be expected to:

- Have an up-to-date knowledge of current trends and developments across the sector and political landscape.
- Actively contribute to the development of the organisation and of individual services.
- Attend and participate in training and share learning experiences.
- Promote Govan HELP services through agreed media.
- Strive for continuous personal and professional development.

Commitment Required

You must be able to attend the meetings of the Board of Trustees, as well as our AGM. There are four Board meetings a year.

Please note, Trustees are not paid — by law, it is a voluntary role — but they may claim related expenses for their work for us, such as travel costs.

Recruitment Process

- Applications close Friday 22 November 2024.
- Assessment of applications by Govan HELP Board of Trustees by Friday 29 November.
- Observation and attendance at Govan HELP AGM on Tuesday 3 December, 5pm.
- Informal Meeting with potential candidates week beginning Monday 9 December.
- Observation of Govan HELP Board Meeting Tuesday 25 March 2025.
- Invitation to join Govan HELP Board of Trustees, by email following the board meeting.

APPLY

To apply, please email your CV and a covering letter (max. 2 sides A4) which outlines why you are interested in the role and what skills and experience you bring to the Board of Trustees

If you have any questions about your application, please email hello@govanhelp.org.