



COMMUNITY TRANSPORT GLASGOW

BOARD RECRUITMENT PACK



September 2024



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Our Board recruitment pack provides all the information you need to apply to join the Community Transport Glasgow (CTG) Board as a Director

We are currently keen to hear from those with experience in and around:

Lived Experience – social ethos of CTG, Member Group or Individual
Academic and Research

Strategic Stakeholders and Partners e.g. employability, training

Digital and Social Media Experience

Marketing Experience

Income generation and grant funding experience

Finance

HR

Third Sector

Commercial Business expertise

Community Engagement

However, we welcome applications from all, and are open to anyone who has something to offer

CHAIRPERSON'S STATEMENT

Thank you for your interest in joining the Board of Community Transport Glasgow (CTG). CTG is one of the largest Community Transport Organisations in Scotland. We currently provide transport to 75,000 passengers per annum equating to 140,000 journeys.

CTG offers affordable, reliable, accessible transport provision to the communities of Glasgow and the surrounding areas. We provide an array of transport solutions including registered bus services, door to door transport, group transport to other third sector and community organisations, Assisted Support for Learning School Transport and transport for the NHS. We also operate a Transport Hub co-ordinating transport, training and an employability pathway programme.

We work with a number of stakeholders including other Third Sector and Community Organisations, Strathclyde Partnership for Transport, NHS Boards and Glasgow City Council.

Over the coming months we will be developing a new strategy for the next 3 to 5 years and we are looking to expand our Board so that we have the necessary expertise and knowledge in key areas. It is an exciting time for the Community Transport Sector in Scotland with a number of future opportunities that we want to ensure we are equipped to able to deliver.

Sandra Ingrid
Chairperson
Community Transport Glasgow



INTRODUCTION

Community Transport Glasgow (CTG) was established in 2005 and became a Charity and Company Ltd by Guarantee in 2009. Its aim is to provide relief to communities of Glasgow and the surrounding areas who are in need due to age, mobility, mental and physical disability, illness and poverty.

This is achieved by providing affordable, reliable, accessible transport solutions to the local communities we serve who include older adults and those with mobility issues and disabilities. We provide transport solutions to over 75,000 passengers per annum equating to over 140,000 journeys

CTG has an ambitious strategy with a vision to develop a community-centric transport system which is multi-model, more accessible, less polluting, better co-ordinated, flexible and above all shared. This means we take a holistic approach to transport and as well as providing transport solutions we also provide training, an employability pathway programme, transport co-ordination through our Transport Hub and are working towards a low carbon fleet.

Our Vision

“For increased and enhanced community transport services across Greater Glasgow, which are more frequently used by people isolated through location or circumstance, in order to improve their quality of life; and to widen the social and economic impact of community transport in these same communities.”

Our Mission

“Is to provide quality, sustainable and reliable community transport and related services to meet the needs of local communities in Glasgow and the surrounding areas.”

Our Drivers

We will deliver our mission by:

- Promoting the community transport sector to communities, funders and service commissioners, through evidence based research
- Developing and delivering a range of different community transport services locally, across Greater Glasgow, to socially or geographically isolated communities
- Working in partnership with community transport operators to deliver community transport and other Demand Responsive Transport (DRT) services
- The development of a Training and Learning Centre that will provide training courses and programmes that cover the specific skills and qualifications required of those working or volunteering with organisations providing transport of one form or another
- Providing an affordable and transparent vehicle repair and maintenance service for CTG's own minibus fleet, minibuses operated by other organisations providing community transport, as well as local car owners.
- The establishment of a Transport Co-ordination Centre that will provide a single point of contact for communities to access transport solutions.



JOINING OUR BOARD

The CTG Board currently consists of 3 Board members. We are now looking to expand the Board to enable us to draw upon a wider pool of expertise, knowledge and ideas as we take CTG to the next level. With this objective in mind, we are hoping to attract interest from applicants from a range of different backgrounds, but we are particularly keen to encourage applications from those who feel they meet the following profile

Experience and Expertise	Skills and Abilities	Personal Qualities
<p>We are especially interested in adding to our board within the following areas:</p> <ul style="list-style-type: none"> • Lived Experience – social ethos of CTG, Member Groups or Individuals • Academic and Research • Strategic Stakeholders and Partners e.g. employability, training • Digital and Social Media Experience • Marketing Experience • Income generation and grant funding experience • Finance • HR • Third Sector • Commercial Business expertise • Community Engagement 	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Analytical ability and good independent judgement • Capacity for clear, creative and strategic thinking and vision • Strong leadership skills combining confidence and an open, accessible style • An understanding and acceptance of the role and legal responsibilities of being a Director • A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings 	<ul style="list-style-type: none"> • Passion for and interest in Charity and Third Sector • Commitment to, and the promotion of diversity and inclusion • Independence of thought and judgement • Ability to evaluate and interpret information Independently • Ability to work as a team member



BENEFITS OF BEING A BOARD MEMBER

Becoming a Board member of CTG is a rewarding experience. As well as knowing that you are making an active contribution to the communities of Glasgow and the surrounding area, it also opens the door to many other opportunities. These include:

- Enhancing your leadership and governance skills
- Gaining access to different perspectives, points of view and working methods
- Broadening your network
- Raising your profile
- Learning new skills

COMMITMENTS

Time

As a CTG Board member, you will be expected to commit approximately 2 to 3 hours per month to the role. This will include:

- Attendance at: up to 6 board meetings per year, an annual strategic planning meeting and the AGM
- Participate in sub committees, as and when required



DUTIES AND RESPONSIBILITIES

As a Board member you will work with our Chairperson, fellow Board Members and our Chief Executive to contribute towards the future of the organisation. You will assist in ensuring we continue to deliver our holistic services.

You will be legally responsible for the organisation and will be supported in fully understanding how to carry out your role. You will provide ideas, insight, feedback and will challenge to help increase our reach and impact.

Your main Duties and Responsibilities will include:

- Having CTG's best interests in mind at all times
- Furthering the Charity's overall purpose and assisting in setting its direction as set out in its governing documents, for example by developing plans and strategies and monitoring progress
- Ensuring the work of the Charity is effective, responsible and legally compliant
- Safeguarding finances, resources and assets and ensuring they are used exclusively to further the Charity's purposes
- Upholding the social ethos, reputation and values of CTG
- Monitoring the effective and efficient management and administration of CTG
- Adhere to confidentiality and the General Data Protection Regulations (GDPR)



THE APPLICATION PROCESS

We are looking for applications from potential Board members who share our social ethos, values, passion and desire to ensure the communities of Glasgow and the surrounding area continue to be able to access services, activities and visit friends and family where transport is a barrier.

We are also keen to recruit Board members from a range of personal and professional backgrounds, including those with lived experience. Relevant skills and experience are important but previous participation on boards is not essential, nor is a long career at senior level.

Please be assured that your application will be handled in confidence.

Timetable:

WHAT	DETAILS	WHEN
Candidates Discussion	<ul style="list-style-type: none">Candidates able to have exploratory discussion with Chair and Manager	From 18/10/24 to 31/10/24
	<ul style="list-style-type: none">Applications Close	07/11/24
Interview Selection	<ul style="list-style-type: none">Candidate Shortlisting	W/C 13/11/24
Interviews	<ul style="list-style-type: none">Hold Interviews	W/C 20/11/24

HOW TO APPLY

- Applicants should submit a CV and a Supporting Letter of no more than 2 sides of A4 explaining how you meet the requirements set out in this Pack, your experience and your motivation for applying to be a Director of CTG
- The CV and Supporting Letter should be sent to Boardrecruitment@ctglasgow.org.uk

THANK YOUR FOR SHOWING INTEREST IN CTG

WE LOOK FORWARD TO HEARING FROM YOU

