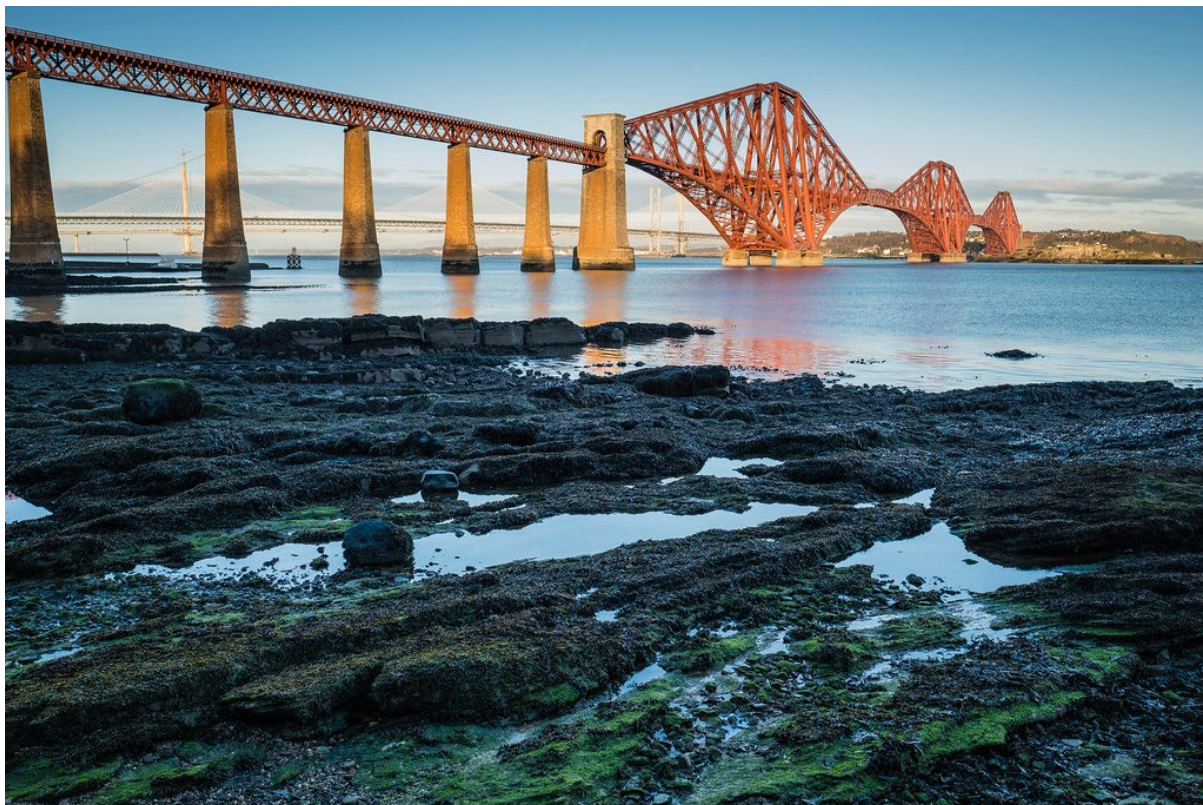


# Fife Alcohol Support Service



## Trustee Recruitment Pack



## **Introduction**

Fife Alcohol Support Service or FASS has served the people of Fife since 1977.

The charity provides a range of services designed to meet the special needs of vulnerable people within the community who are affected by alcohol-related problems and substance misuse. FASS also provides help for carers of individuals in difficulty and for people who are socially isolated and vulnerable.

The Board of Trustees are responsible for the governance of the organisation. We want to refresh and reinvigorate our Board and are particularly interested in attracting candidates:

- Of all ages;
- With lived experience of the services FASS provides;
- With a military background, either currently serving or from the veteran community; and
- From the LGBTQ+ communities.

## **Vision and Mission**

FASS aims to improve the quality of life of people in Fife who are affected by alcohol-related problems, substance misuse or adverse health & social well-being.

Through equitable, accessible, Fife wide services, we will provide information and early interventions, psycho-social counselling and recovery support, for individuals and families affected by alcohol-related problems, substance misuse or adverse health & social well-being, whilst maintaining effective relationships with all relevant organisations.





## **FASS Services**

We pride ourselves in providing high quality and accessible services to the communities that we serve.

### Alcohol Counselling

FASS was formed to provide an alcohol counselling service in Fife and this remains a primary service of the charity to this day. This specialist therapeutic help for people suffering excessive drinking, dependency, or binge drinking, also addresses the inter-relationship between drinking and mental health, trauma, relationships, bereavement and other issues in life. FASS was early in recognising the often complex nature of alcohol-related problems and the need to develop services appropriate to people's needs.

Most people coming for help with their drinking either refer themselves or come via their GP. However, the service isn't just for drinkers, we also help partners and other family members. FASS Alcohol Counselling is provided in many Health Centres, Surgeries and community locations in Fife.

Some quotes from our services users:

*"This service has probably saved my life. Actually, I know this sounds a bit dramatic but it literally has"*

*"Better than any other service I've had. I can be honest and straight to the point. Feel progress"*



### Substance Use Services

In 2015, Fife Community Drug Service (FCDS) merged with FASS. Our Community Drug Service provides advice and assertive outreach support for individuals, families and their carers. This is specialist help for Opiate use and use of 'recreational drugs' including Benzodiazepines, Cocaine and Amphetamines. It's also for people misusing Prescribed Medications.

Our ADAPT Recovery Support is the main drug and alcohol triage service in Fife. It's available by telephone and drop-in clinics. ADAPT provides assessment of need and referral to specialist drug and alcohol services within the NHS and Third Sector. A key feature of ADAPT is the ongoing outreach and counselling support it provides for vulnerable people who might otherwise drift away from services.



Some quotes from our services users:

*“Fantastic service that shows a way out for the people who think there is no hope”*

*“Gone beyond what was expected. Appreciated”*

### Informed services

All our services are client-centred, focus on finding solutions and are based on evidence of effectiveness and models of good practice. We aim to provide services that help people achieve a personal-strengths based recovery. We help clients identify, build and utilise their own strengths and resources within a therapeutic environment that is non-judgemental, empathic and supportive.

Our alcohol and substance misuse services are delivered in-line with the Scottish Government's 'The Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services.

FASS is also active in the community, seeking to inform and educate about the scale and impact of alcohol and substance misuse. The charity promotes research and provides training in regard to prevention; early diagnosis and treatment; and sustainable recovery from alcohol-related problems and substance misuse.



## How we work as a Board

### Time Commitment

Trustees are expected to dedicate approximately 4-6 hours per month, which includes attending quarterly board meetings (in person or virtually), reviewing board papers, and occasionally participating in other events or strategic discussions.

In our meetings we aim to foster an informal atmosphere in which all individuals are invited to contribute to the discussion. We want people to actively participate, be heard and feel valued for their knowledge and ideas.

Being a member of the FASS Board isn't a passive activity detached from the delivery of our services, if we want our ideas to become reality, we have to make them happen. Therefore, as well as a commitment to attend monthly meetings, Trustees need to be willing and able to take on some individual responsibility outside the Trust's meetings.

We think being a Trustee is rewarding, but please note this is a completely voluntary, unpaid role.

## The Role of Trustee

### Role Overview

As a Trustee of FASS, you will play a vital role in shaping the future of our organisation and ensuring we continue to provide critical services to those in need. Trustees are responsible for the strategic direction, governance, and financial sustainability of the charity. In this role, you'll work with fellow trustees and the Chief Executive Officer to ensure that FASS is delivering its mission effectively and in compliance with legal and regulatory requirements.

This is a meaningful opportunity to make a lasting difference in people's lives by supporting an essential service in Fife.

### Key Responsibilities

- **Governance & Leadership:** Contribute to the strategic planning and governance of FASS, ensuring the organisation remains aligned with its mission and values.
- **Financial Stewardship:** Oversee the charity's financial health by reviewing budgets, ensuring proper financial controls are in place, and monitoring key financial risks.
- **Support for Service Delivery:** Ensure that FASS provides high-quality, accessible services for individuals impacted by alcohol and drug use, staying informed of trends and challenges in the sector.
- **Advocacy & Awareness:** Act as a champion for FASS's work, helping to raise awareness and advocate for those affected by alcohol and drug use within your networks and the wider community.
- **Risk Management & Compliance:** Ensure FASS meets all regulatory and legal requirements, including health and safety, safeguarding, and employment laws.
- **Collaboration:** Work closely with other trustees, and the Chief Executive Officer, to ensure the effective delivery of FASS's services and strategic objectives.

## **What we're looking for**

We want to recruit Trustees who will contribute their energy, enthusiasm and expertise. Prior experience as a Trustee is not necessary. We want a balanced Board of Trustees with a range of skills and experience. This could include experience of project management, fund raising, business planning, governance, working with people, marketing, communication, finance, digital and IT skills, and impact assessment.

We are looking for the following attributes:

- A genuine interest in the issues surrounding alcohol and Drug use and a commitment to supporting individuals in recovery.
- Strong interpersonal skills, including the ability to communicate effectively and work collaboratively.
- Strategic thinking with the ability to contribute to the long-term vision of FASS.
- A commitment to upholding the charity's values of empathy, integrity, and respect for all service users.

Ideally, we would also like

- Experience in charity governance, health and social care, or related sectors.
- Analytical skills using both quantitative and qualitative data.
- Policy development skills

We are also keen to diversify our Board. We recognise that having a range of people with different life experiences and different perspectives is beneficial, and greatly value other attributes such as strong relationships with under-represented communities. As stated above, we are particularly interested in attracting candidates who are:

- People with lived experience of the services FASS provides.
- People with a military background, either currently serving or from the veteran community; and
- People from the LGBTQ+ communities.

## **What You Will Gain**

- An opportunity to make a tangible impact on people's lives and the community of Fife.
- A chance to develop leadership skills and experience in charity governance.
- Collaboration with a passionate and dedicated team, sharing in the collective mission to combat alcohol and drug related harm.
- Insight into the challenges and successes of delivering services in Fife.

## **How to apply to become a Trustee**

### Let us know about your suitability for the role

We are inviting you to consider the opportunity to influence and shape a charity that can deliver far reaching benefits right to the heart of our communities.

If this all sounds good, and you'd like to put yourself forward as a potential candidate:

Please complete the attached Word Proforma setting out how you meet the criteria set out above and expanding the document as appropriate.

Send it to Marie Crombie, Chief Executive Officer (Marie.Crombie@fassaction.org.uk)

Deadline for applications is 7th July 25

If you'd prefer to have an informal chat to start with, please drop a line to Marie either by email Marie.Crombie@fassaction.org.uk or phone on 07385500607 or 01592 807147.

### **What happens next?**

After the deadline, we'll make a shortlist of people to meet with. We'll get in touch with the people on our shortlist within 2 weeks of the deadline to arrange a meeting for an initial discussion. This may be online or face to face.

If both parties are happy to proceed, candidates will then be invited to observe a meeting to see how we work and meet with the rest of the Trustees. If you are formally invited to join the Trust, you must formally respond in writing to accept.

Trustees are appointed by a resolution passed by Trustees.

New Trustees will be required to sign a declaration to confirm that they are eligible to act as a charity Trustee. More information can be found on The Scottish Charity Regulator (OSCR) [Trustee Declaration Form](#).