

# Trustee Recruitment Pack

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## Welcome from the Convener of our Board of Trustees

September 2025

Dear Applicant,

Thank you for your interest in becoming a trustee with LGBT Youth Scotland. I hope you will find this recruitment pack informative and of value in supporting your decision to join the National Board.

### Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 50 staff, 10 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People survey* (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

Our Board is united in its passion for improving the life chances of LGBTQ+ young people through a sustainable and excellently run volunteer-based Charity. Last year we launched our five-year strategy to help deliver this in Scotland.

## How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

## About the National Board

LGBT Youth Scotland has charitable status and is a company limited by guarantee (not-for-profit). The National Board of Directors, who are also the trustees, make appointments to the Board through an open and transparent process and seek to strengthen its operation by appointing individuals with a wide range of skills and experience and from a diversity of backgrounds.

The Board appoints four office bearers: Convener, Vice-convener, Treasurer and Company Secretary. The last of those positions is normally held by the Chief Executive, who attends Board meetings in a non-voting capacity.

The National Board is hardworking, collaborative and enthusiastic about the governance of the Charity and to 'making a difference' in a respectful way to the

lives of young people, their families and professionals around Scotland. The trustees have a diverse skills and knowledge base which covers senior management, strategic planning, financial management, equalities & human rights and advocacy.

The Board works closely with the Chief Executive who is responsible for the day-to-day operation of the charity.

The Board currently has two sub-committees:

**Resources and Governance** – with a focus on financial & risk management, sustainability, controls, business planning and the health & wellbeing of staff and volunteers.

**Strategy** – to support development and implementation of the strategy.

We are working to refresh a third committee, the **Youth Reference Group** – to ensure young person's voices are heard at a strategic level and considered in decision making.

### **This Role:**

We are currently looking for motivated and committed individuals who share the Charity's values and bring experience and expertise at a strategic level.

As a board member you are a non-executive director and trustee. In partnership with the other board members, you will be responsible for the governance of the organisation. For more information on the roles and responsibilities of being a trustee visit <https://www.oscr.org.uk/guidance-and-forms/trustee-information-and-guidance-pack/>.

The Directors must also ensure that LGBT Youth Scotland complies with the Companies Act 2006 and all other relevant legislation.

We are looking to appoint up to four new board. Specific skills we are looking to recruit include:

- Youth Work and Safeguarding
- Fundraising and Income Generation
- Education and Policy

We also welcome general trustee expertise. A strong profile in the third, public or corporate sector would be advantageous.

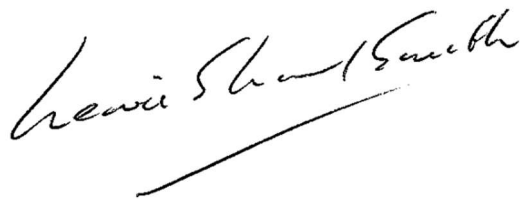
Your board position will be confirmed after successful short-listing, interview and any necessary checks including PVG, references, and your right to work in the UK.

If you feel you have the relevant experience and can meet the essential criteria in the role, we would love to hear from you. We always welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity.

We also appreciate that the best person for the role might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact us for an informal conversation prior to applying.

We look forward to receiving your application.

Your Sincerely,

A handwritten signature in black ink that reads 'Lewis Shand Smith'. The signature is written in a cursive style with a long, sweeping underline.

**Lewis Shand Smith**  
**Convener of the National Board**

### **Equality Statement:**

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

### How to apply:

Please send your CV and a covering letter to [mhairi.crawford@lgbtyouth.org.uk](mailto:mhairi.crawford@lgbtyouth.org.uk). This should state why you are interested in joining the Board and what skills and experience you could bring to the Charity.

The **closing date for applications** is **12 noon on Friday 3<sup>rd</sup> October**.

Interviews will be held w/c October 13<sup>th</sup> in the afternoons. We are aiming to hold these on a digital platform.

For an informal discussion about the role, please e-mail [mhairi.crawford@lgbtyouth.org.uk](mailto:mhairi.crawford@lgbtyouth.org.uk) with your contact details and we will arrange a call with the Chief Executive or Convener.

### Who can apply?

In order to be a trustee you must:

- not be disqualified from being a director of a company (i.e. a bankrupt or have a court order saying you cannot be a director of a charity). Further information is available at [www.companieshouse.com](http://www.companieshouse.com);
- be 18 or over – this is a legal requirement (though the Board can choose to co-opt younger members);
- be willing to undergo a criminal disclosure check for suitability to be a director of a youth charity (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

### What happens next?

- A sub-group of the Board will consider all applications received against the person specification set out below and will shortlist those applicants who best meet it. Shortlisted applicants will then be invited for an informal interview (more than a chat, less than a formal interview) with at least one board member and the Chief Executive.

Potential Board members will be invited to stand for Board membership at the

AGM on 29<sup>th</sup> November 2025.



## ROLE PROFILE

|                                                                                                                                                                                                                              |                                                                                                   |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Role Title:</b> CHARITY TRUSTEE                                                                                                                                                                                           | <b>Team:</b> National Board                                                                       |                                                                 |
| <b>Voluntary, unpaid</b> (reasonable expenses covered)                                                                                                                                                                       | <b>Location:</b> Meetings are held in Edinburgh, Glasgow and occasionally other areas of Scotland |                                                                 |
|                                                                                                                                                                                                                              | <b>Reports to:</b> Company members at the AGM                                                     | <b>Agreed by:</b> National Board<br><b>Date:</b> 30 August 2025 |
| <b>Core Purpose of the Role:</b> <ul style="list-style-type: none"> <li>To lead and provide strategic oversight within the organisation, supporting it to work effectively towards the achievement of its vision.</li> </ul> |                                                                                                   |                                                                 |

### Effective governance

- The National Board works effectively with the organisation to fulfil its role of providing effective oversight and strategic leadership.
- A culture of youth empowerment is embedded at all levels within the organisation.

### Effective strategic vision

- The organisation has a robust and challenging vision, capable of being translated into a realistic plan for its work into the medium-term.
- The organisation is consistently challenged to improve its work, building its ability to drive change.

### Effective strategic relationships

- The interests of LGBTQ+ young people, and of the organisation, are championed at key opportunities

### A motivated staff team

- The Chief Executive is effectively managed to lead the organisation and deliver key improvements in its work.
- Potential is developed across the organisation, through a culture of effective performance management.

### A well-run organisation

- The Board provides oversight that ensures the organisation remains financially healthy, able to identify and respond to challenges, and meets its legal duties.
- The Board ensures that robust systems are in place and maintained to manage finance, human resources and other resources critical to the organisation's success.



## CANDIDATE SPECIFICATION

| Essential Competencies     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Think strategically</b> | <ul style="list-style-type: none"> <li>Understand the strategic environment in which LGBT Youth Scotland operates and the strengths of the organisation.</li> <li>Shape the organisation's strategic direction, with the staff of the organisation and stakeholders, and keep its work focused on achieving it.</li> </ul>                                                                                                                                      |
| <b>Deliver results</b>     | <ul style="list-style-type: none"> <li>Provide effective oversight that supports work to improve the effectiveness of the organisation, maintains its viability and ensure that the organisation operates in accordance with the law.</li> <li>Use any individual knowledge and expertise they have to offer effective strategic advice to Board colleagues and the staff team.</li> <li>Act decisively where necessary to take difficult decisions.</li> </ul> |
| <b>Lead</b>                | <ul style="list-style-type: none"> <li>Communicate through their own behaviour a clear sense of the values of the organisation.</li> <li>Be a good employer.</li> <li>Be visible within the life of the organisation.</li> <li>Ensure a commitment to equalities is embedded in the policy and practice of the organisation.</li> </ul>                                                                                                                         |
| <b>Champion</b>            | <ul style="list-style-type: none"> <li>Safeguard the reputation of the organisation where necessary and ensure its relationships with key stakeholders are well managed.</li> </ul>                                                                                                                                                                                                                                                                             |

| Understanding and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Understanding of the voluntary sector in Scotland and/or experience of being part of a voluntary management board.</li> <li>Understanding of issues facing LGBTQ+ young people.</li> <li>We are particularly interested in hearing from potential Board members who have experience at a strategic level in one or more of the following areas: Youth &amp; Community Development Work, Charitable Financial Management, Marketing and Communications, Policy &amp; Law.</li> </ul> |

| Term of Office                                                                                           |
|----------------------------------------------------------------------------------------------------------|
| Board members are appointed for a 3 year term of office, with the option of up to a further three years. |