



Simon Community Scotland

Welcome from our Chair & Chief Executive

We are delighted that you are interested in joining Simon Community Scotland’s Board of Trustees.

Our Trustees play a vital role in helping us combat the causes and effects of homelessness. Our vision is that everyone should have a safe place to live and access to the support they need. Everything we do is about and for people: the people we support, our staff, our partners and everyone affected by homelessness. Our values are built into every area of activity and tell the story of how people remain at the heart of the Simon Community.

We are currently looking for up to **2 Trustees to join our Board** and would welcome applications from people with a passion for combatting the causes and effects of homelessness.

To make sure we have a good balance of skills and experience, we particularly hope to hear from candidates with expertise in finance and accounting, the world of law and legal support, the impacts of the immigration and migration system and the delivery of health, social work and/or social care services, as well as people who have lived experience of the issues we seek to address.

Fairness and equality are at the heart of Simon Community Scotland’s work and we would welcome applications from people who reflect our ethos and core values.

Trustees are well supported by Simon Community Scotland’s team who ensure the Board has all the information and support it needs to carry out its duties. A full induction program will be provided to all successful candidates.

We hope that you will consider applying to join our Board and that you find all the information you need within this pack. We would ideally like for successful candidates to join our Board at our AGM in September 2025.



Mary E. Craig
CHAIR



Lorraine McGrath
CEO

**Simon Community Scotland is a registered Scottish Charity Number SC003076
Limited Company Number SC137419**

About Us

We are a charity wholly focussed on tackling the causes and effects of homelessness. We have nearly 60 years' experience of partnership working to respond to the complex needs of people whose journey towards homelessness often began at an early age. We respond to all aspects of homelessness and the circumstances that both lead to and exacerbate people's risk of homelessness across the central belt of Scotland. Our teams work across Glasgow, Perth & Kinross, North Lanarkshire and Edinburgh delivering homelessness prevention, street outreach services, intensive housing support, emergency and temporary supported accommodation services and supporting people to secure and sustain a new home through Housing First. We are the largest wholly focused provider of homelessness responses and in delivering provision for women experiencing homelessness in particular and we have been increasingly involved with people who experience homelessness as a direct consequence of the immigration and migration system.

This year we are likely to work with around 12000 people across all of our different service elements and responses. As a result of having such a vast connection with people and the many cross cutting areas of impact the people we support experience we are often called upon to contribute to national policy, with dedicated roles on the national and local strategic planning forums for homelessness, the drugs mission, ending destitution, digital health, suicide prevention and many others.

Mission

Our mission is to combat the causes and effects of homelessness

Vision

That everyone should have a safe place to live and access to the support they need



OUR VISION & VALUES

Everyone deserves a safe place to live and access to the support they need

- 
Inclusion & Participation
 We include everyone in the services and resources they need, regardless of their circumstances, and ensure each person's voice and influence are heard and felt in everything that we do
- 
Partnership and Collaboration
 We know that we need to work positively with others to deliver a truly inclusive and personalised approach, improve our response and add value to the experience of the people we support
- 
Personalised and Creative
 Each person we support is an individual with unique circumstances, needs, and future potential which requires a uniquely tailored response
- 
Supportive and Ambitious
 We encourage and support ambition, building on strengths to foster hope for the people we support and deliver growth and development for staff and volunteers
- 
Warmth and Regard
 We see beyond a person's current or past circumstances, recognising their inherent value, worth and potential as human beings

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The Role – Trustee

The role of Trustee is a voluntary position and is not remunerated however travel and associated expenses are fully reimbursed. Simon Community Scotland is a registered Scottish Charity therefore the Board of Trustees is responsible for its overall Governance and Strategic Direction, developing the organisations' goals in accordance with its Articles of Association. The current Board consists of 12 Trustees.

Key responsibilities include:

- Furthering Simon Community Scotland's objects as set out in the Articles of Association.
- To safeguard the good name, purpose and values of Simon Community Scotland, and comply with its Code of Conduct (Gov 02).
- Being subject to company law, the Charities & Trustee Investment (Scotland) Act 2005.
- Promote and ensure the highest standards of governance and best practice, including working closely with the Chief Executive and senior management team.

As a Trustee, it is expected that you will:

- Attend 6 Board Meetings per year (including video conferencing) and be a member of at least one Sub-Committee.
- Get to know other Board members and help build a collegial working relationship that contributes to consensus.
- Remain informed about Board and Committee matters, preparing well for meetings, and reviewing and commenting on Minutes and Reports.
- Play an active role in the work of the Board and Sub-Committees, including Strategic Planning and ensuring good Governance.
- Visit a minimum of two services per year.
- Constructively challenge the Simon Community Scotland team and fellow Board members, contributing to debate and discussion that enhances the work.

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Trustees are appointed for a maximum term of 6 years (2 terms of 3 years). In exceptional circumstances, the Board may decide to recommend to the AGM an extension of the tenure of an individual Trustee, for an agreed period, not exceeding a further 3 years.

Trustees, depending on their circumstances and the time that they have available, will also have the opportunity to attend a range of activities and events on behalf of Simon Community Scotland.

Recruitment Timetable

Closing Date for Applications: 10th of July 2026

Interview: Week commencing 3rd of August 2026

Selection Process

The selection process is evidence based and looks for clear examples of your interest, passion and concern for our mission, as well as how you can enhance the skills of our Board, through your knowledge and experience.

Candidates will have a passion for Scotland's communities and for promoting fairness and experience of the issues that relate to Simon Community Scotland's work in helping combat the causes and effects of homelessness.

How to Apply

To apply, please complete the short form telling us in your own words (no more than 2 pages of A4), why you would like to be a Trustee of Simon Community Scotland, what you would bring to the Board and why you feel you could help us pursue our mission, vision and aims.

Once completed, please return to: boardvacancy@simonscotland.org

If you would like to discuss the role in further detail, please email: hello@simonscotland.org

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Board of Trustees Application Form

1. Personal Details		
First name:	Surname:	
Have you been known by any other name (please give details)?		
Home Address (include postcode):		
Company Name (if applicable):		
Company Address (if applicable):		
Home Phone:	Work Phone:	Mobile:
Home Email:	Work Email:	
May we contact you at work?		
If selected for interview, please indicate any dates you are <u>unable</u> to attend:		

2. Professional History (Please list details of your employment history, starting with the most recent)				
Dates		Organisation	Position	Reason for leaving
From	To			

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3. Registration & Memberships

Please give details of any registrations or memberships of regulatory or professional bodies.

Date Obtained	Expiry Date	Organisation	Registration / Identification Number	Level / Grade

4. Voluntary Activity

Please give details of any charitable organisations which you have been or are currently involved with on a voluntary basis.

Date Obtained	Expiry Date	Organisation	Position Held



5. Supporting Evidence

Please tell us in your own words (no more than 2 pages of A4) why you would like to be a Trustee of Simon Community Scotland, what you would bring to the Board and why you feel you could help us pursue our mission, vision and objectives.



6. References

Please give the names and addresses of referees. One must be Professional and the other can be either Personal or Professional.

Referee (Professional)		Referee (Personal or Professional)	
Name:		Name:	
Job Title:		Job Title:	
Company:		Company:	
Address:		Address:	
e-mail address:		e-mail address:	
Telephone:		Telephone:	
Relationship to you:		Relationship to you:	
May we contact this referee before the interview? Yes: No:		May we contact this referee before the interview? Yes: No:	

7. Declaration of Criminal Convictions

Have you ever been convicted of a criminal offence?

Have you been charged with a criminal offence which is yet to come to court?

If "Yes" please provide further details:

8. Disqualification

Have you been disqualified from the practice of a profession; required to practice it subject to specified limitations; or are you currently the subject of fitness to practice investigations or proceedings by a regulatory body in the UK or any other country?

Date	Name & Address of regulatory body

9. Declaration

Please sign this declaration after you have completed all parts of the form.

To the best of my knowledge and belief all the information I have provided in this application form are complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from membership of the Board.

I consent to the above data being held and processed for the sole purpose of recruitment and selection within Simon Community Scotland, and being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 7 above, in the event of me being offered the position applied for at Simon Community Scotland.

You can view our Privacy Notice on our website www.simonscotland.org

Signed:

Date:

Name (Print):