



**LOVE WITHOUT LIMITS**

**Edinburgh**

**Dog  
&  
Cat**

**Home**

**Trustee**

**Recruitment Pack**



**At Edinburgh Dog and Cat Home, we are a safe place for pets in need, supporting owners facing tough times, and providing love, training and veterinary treatment for the animals in our care. Integral to success is a preventative approach championing responsible pet ownership, without judgement, to tackle welfare issues together. As a trusted expert, we work hard to find each dog and cat their new family and a loving home for life.**

**We believe in second chances, with the right support and opportunity every dog and cat can have a happy, healthy and safe future with a family who loves and cares. We work to ensure dogs and cats experience a lifetime of love and happiness.**

**By joining the Home as a Trustee, you have an opportunity to shape the future of the Home and help us realise our goal to support dogs and cats and their people most in need.**



## WHO WE ARE

**Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.**

## OUR MISSION

**When a pet is part of the family and already has a loving home, we want to keep them there whenever possible. But sometimes, caring for dogs and cats means coming to the Home and finding a new loving family is best for them.**

**We're here to help pet owners, for when circumstances have changed through our Pet Foodbanks, by offering training or through raising awareness of issues for pets to deliver lasting change. Our priority is to help keep families together and be there when people and animals are in need.**

**We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes!**

# OUR STORY

## A LIFETIME OF KINDNESS

**We're here for Edinburgh's dogs and cats, and we always have been.**

**Before he founded the Edinburgh Dog and Cat Home with partner, Dr. John Brown in 1884, Sir William Chambers help Edinburgh's most famous dog secure his freedom. Greyfriars Bobby was a Skye Terrier who kept vigil by his owner's grave for 14 years until his own death and burial beside his beloved master.**

**Edinburgh Dog and Cat Home was founded with that same ethos of love for animals, and we've been a protector and champion of Edinburgh's pets ever since.**

**Today, we provide expert care for dogs and cats in need, help families through community support and match pets with loving, forever homes. We believe that every dog and cat deserves the best life they can possibly have, and we empower pet owners to give them just that.**



## **ROLE PROFILE**

Previous board experience is not a pre-requisite for this role, and we are focused on identifying new Trustees who are committed to our mission and organisational values and bring one or more of the following areas of expertise:

## **ANIMAL WELFARE**

Shaping and influencing policy and practice, research knowledge in animal behaviour or in operational experience of enhancing welfare standards for animals

## **SOCIAL INCLUSION AND WELLBEING**

Experience of issues impacting people's wellbeing, socio-economic challenges for communities in Edinburgh or combatting inequalities through advocacy, policy or service provision.

## **PROJECT OR PROGRAMME DELIVERY**

Including relevant experience in leading and overseeing complex projects and programmes, particularly construction and facilities expansion projects, either at scale or at pace, with a focus on achieving measurable impact.



# DESIRABLE EXPERIENCE

**The general knowledge, skills and experience desired in the role of Trustee includes:**

- An understanding of issues impacting pet owners.
- Demonstrable commitment to the Home's mission and values.
- A sound understanding of governance principles.
- The ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems.
- A commitment to equal opportunities and the promotion of diversity.
- Highly developed interpersonal and communication skills.
- Good independent judgement coupled with the ability to provide positive and constructive challenge.
- Able to work effectively and collaboratively as a member of a team.
- The ability to engage influential stakeholders, including major donors, business leaders, and philanthropic partners, to support the charity's long-term sustainability.
- Visibility and engagement within Edinburgh business, public and third sectors.
- An awareness and understanding of the needs and challenges of voluntary sector organisations.



## **OVERVIEW**

**As a member of the Board, you will always act in the best interests of the Home, acting as an integral part of a group and not as an individual.**

**Ensuring the effective governance of the Home as a charity and company limited by guarantee so that it meets its legal obligations, manages risks, and grows and develops its vital range of services, your collective responsibilities will include the following;**

# STRATEGY

- Establish a clear strategy and regularly review performance against organisational objectives providing constructive challenge and positive suggestions for improvement.
- Directly contribute to the future direction, strategy and planning of the charity.
- Regularly review the performance and outcomes of the Home's key activities against objectives and ensure that plans are put in place for improvement where needed.
- Ensure effective implementation of Board decisions by the CEO and Executive Team.
- Hold the CEO to account for the effective management and delivery of the Home's aims and objectives
- Ensure the long-term sustainability of the Home including ongoing scrutiny and agreement of financial strategy and robust review of business cases/proposals for future investment.
- Offer specialist knowledge and advice in key policy areas as appropriate.
- Directly contribute to constructive debate on the strategic development of the Home.
- Set and maintain the vision, mission and values of the organisation.





# **GOVERNANCE AND COMPLIANCE**

- Ensure the Home complies with the provisions of The Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation.
- Ensure that financial controls and systems of risk management are robust.
- Ensure that appropriate health and safety controls and systems are in place.
- Ensure the Home continues to be fully compliant with the requirements of OSCR, Companies House and regulators, including having a clear understanding of what those duties involve.
- Regularly review policies and procedures that govern organisational activity, including guidance for the Board, volunteers and staff.

# GENERAL

- Take personal, team and corporate responsibility as a Trustee.
- Support the Co-chairs and CEO while exercising personal responsibility and accountability.
- Strengthen connections within the voluntary, private and public sectors and represent the Home externally, as appropriate.
- Share responsibility for communicating the decisions of the Board.
- Active promotion and championing of the work, impact and values of the Home.
- Offer constructive criticism and challenge to the Executive Team.
- Support projects by championing key areas of work and development in liaison with the Executive Team.
- Participate in any induction, training, self-development and evaluation identified as an individual and as part of the Board including annual performance appraisal and self-assessment.
- Visit the Home, community-based services and engage with staff, volunteers and other stakeholders to understand the Home's operations and impact.



# **TIME COMMITMENT**

**We would anticipate the time commitment to be around one day a month and would involve:**

- **Four meetings of the Board annually (within the working day). There is an option to attend meetings remotely.**
- **The Board's annual away day.**
- **Meetings of the Board Sub-committees.**
- **Working groups which progress the Home's strategic objectives.**
- **Visits to the Home including attendance at Community Day.**





## **REMUNERATION**

**This is a voluntary position without remuneration. Reasonable travel and subsistence costs will be reimbursed.**





## **EQUALITY AND DIVERSITY**

- **At Edinburgh Dog and Cat Home, we believe that diversity strengthens our organisation and helps us better serve animals and the communities that support them.**
- **We are committed to creating and maintaining an inclusive and diverse workplace, where equality and fairness are promoted, and everyone feels respected, valued and able to contribute. We welcome applications from everyone, including those from marginalised communities.**

- **We are committed to providing equal opportunities in recruitment, development, and progression, and to identifying and removing barriers that may disadvantage individuals or groups.**
- **We welcome applications from people of all backgrounds and experiences and are committed to ensuring an accessible and inclusive recruitment process.**
- **If you require any adjustments during the recruitment process, please let us know. Selection for employment will be based on skills, experience and potential.**





## **HOW TO APPLY**

**Submit your CV and a covering letter to [recruitment@edch.org.uk](mailto:recruitment@edch.org.uk)**

**Closing date: Wednesday 22nd July at midday.**