

Trustee Recruitment Pack

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Welcome

July 2026

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 circa 45 staff, up to 12 Trustees and over 80 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 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. We are mid-way through our current 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 three sub-committees:

- **Finance** – with a focus on financial & risk management, sustainability, controls, business planning and the health & wellbeing of staff and volunteers.
- **Performance and Governance** – to support development and implementation of the strategy.
- **Youth Reference Group** – ensuring 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 a number of new board members including those who may be interested in taking on the positions of Convener, Vice Convener or Treasurer at an appropriate time. Specific skills we are looking to recruit include:

- An understanding of Governance and Risk Management
- Ability to interpret financial data
- A knowledge of Public Affairs and PR
- Experience of Youthwork and Safeguarding

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 all necessary checks including identity checks, PVG and references. Board

members are appointed for a 3 year term of office, with the option to extend for a further 3 years.

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.

A handwritten signature in black ink that reads 'Mhairi Crawford'.

Dr Mhairi Crawford
Chief Executive
LGBT Youth Scotland

Our commitment to safeguarding:

The safeguarding of anyone who comes into contact with LGBT Youth Scotland is paramount. We are deeply committed to embedding a strong, organisation-wide culture of safeguarding, and responsibility for this lies with all staff, volunteers and service users. Everyone is responsible for safeguarding, and all individuals are made aware of their own responsibilities and what this looks like in practice.

Safeguarding is woven through every aspect of our work, with overall accountability resting with the National Board. Our policies, training, working practices and organisational ethics all reinforce and uphold this safeguarding culture.

This commitment begins with how we recruit our National Board. We ensure that every member is selected through a transparent, values-led and safeguarding-focused process. By appointing individuals who demonstrate integrity, accountability and a strong understanding of their governance responsibilities, we strengthen safeguarding leadership at the highest level. This commitment sets the tone for the whole organisation and ensures that safeguarding remains central to our decision making, strategy and everyday practice.

We also have a named Board member with designated safeguarding responsibility. Acting on behalf of the Board, they work closely with the designated Safeguarding Lead and the CEO to seek assurance of full compliance, robust governance oversight and consistently high standards of safeguarding practice.

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:

Visit www.lgbtyouth.org.uk/careers and fill in the short application form which will cover your personal details and your motivations for becoming a trustee of LGBT Youth Scotland. Upon submission, you will be invited to share your CV. We need both the online application details and the CV to be submitted by the closing date for your application to be considered.

The **closing date for applications** is **14th August at 12:00**

Interviews will be held on 31st August and 1st September. Our preference is for in person interviews in Edinburgh but will support online for reasons of accessibility. Please let us know your preference for in-person or digital interview with your application.

For an informal discussion about the role, please e-mail mhairi.crawford@lgbtyouth.org.uk with your contact details and we will arrange a call with the Chief Executive.

Who can apply?

In order to be a trustee, you must:

- not be disqualified from being a director of a company (i.e. bankrupt or have a court order saying you cannot be a director of a charity). Further information is available at www.companieshouse.com;
- be 16 or over – this is a legal requirement;
- 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 and the Chief Executive 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 to complete a short disclosure form to support a pre-recruitment review and invited for an interview with at least two board members and the Chief Executive.
- Potential Board members will be invited to stand for Board membership at our next board meeting at our AGM in early December.

ROLE PROFILE

Role Title: CHARITY TRUSTEE	Team: National Board	
	Location: Meetings are held in Edinburgh, Glasgow and occasionally other areas of Scotland	
Voluntary, unpaid (reasonable expenses covered)	Reports to: Company members at the AGM	Agreed by: National Board Date: July 2026

Core Purpose of the Role:

- To lead and provide strategic oversight within the organisation, supporting it to work effectively towards the achievement of its vision.
- To oversee governance, ensuring that the charity operates legally, ethically and in line with its constitution, regulatory requirements and best practice.
- To provide oversight of the organisation's strategic, financial, operational and reputational risks, ensuring appropriate systems of assurance and internal control are in place.

Effective governance

- The National Board works effectively with the organisation to fulfil its role of providing effective oversight and strategic leadership.
- A culture of safeguarding and youth empowerment is embedded at all levels within the organisation
- Specific additional responsibilities noting that the board share collective responsibility for governance.
 - Convener - lead the board through chairing effective meetings, act as a public spokesperson if required
 - Vice-Convener – to deputise for the Convener as required and to chair the Performance and Governance committee
 - Treasurer – to chair the Finance committee
 - Safeguarding Lead – to chair the Youth Reference Group

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	
Think strategically	- Understand the strategic environment in which LGBT Youth Scotland operates and the strengths of the organisation. - Shape the organisation's strategic direction, with the staff of the organisation and stakeholders, and keep its work focused on achieving it. - Ensure that governance and safeguarding considerations are central to strategic planning, decision making and organisational priorities.
Deliver results	- 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. - Use any individual knowledge and expertise they have, to offer effective strategic advice to Board colleagues and the staff team. - Act decisively where necessary to take difficult decisions. - Monitor safeguarding assurance, risk and organisational effectiveness to ensure high quality, safe and ethical practice.
Lead	- Demonstrate the organisations values through personal conduct and leadership behaviours. Modelling a culture of integrity, respect, inclusion and safeguarding. - Be a good employer ensuring staff are adequately supported, valued and able to work safely and effectively - Be visible within the life of the organisation, championing strong governance and safeguarding. Ensure a proactive commitment to equalities is embedded in all organisational policy, practice and decision making
Champion	Safeguard and promote the reputation of the organisation where necessary and ensure its relationships with key stakeholders are well managed, safe and inclusive.

Understanding and Experience
- Understanding of the voluntary sector in Scotland and/or experience of being part of a voluntary management board. - Understanding of issues facing LGBTQ+ young people. - 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: governance and risk management, the ability to interpret financial data, a knowledge of public affairs and PR, experience of youthwork and safeguarding.