ScotsCare
The charity for Scots in London

# TRUSTEE ROLE DESCRIPTION & PERSON SPECIFICATION

**Join the Board of a charity with a 400-year-old history of supporting disadvantaged Scots in and around London. If you have a background in social care and welfare, we would love to hear from you.**

**Location:** **London**

**Salary:** **Unremunerated (with reasonable expenses)**

## About ScotsCare

ScotsCare has provided support to Scots and their families in and around London for over 400 years and continues to deliver our mission of life-changing support for children, families, young people, and the elderly. We are a modern organisation, aiming to break the cycle of poverty and deprivation experienced by thousands of Scots through tailored support that evolves according to the needs of our clients. This includes financial grants, advocacy support, counselling, family support, job coaching, sheltered housing, volunteering and social events.

We assist Scots and their families in need of financial, practical and emotional assistance, with most of our beneficiaries having support needs over and above simply financial assistance. Many are socially excluded, facing a combination of linked problems such as unemployment, discrimination, poor skills, low incomes, poor housing in areas of high crime, bad health and family breakdown.

The challenges our clients experience are linked and mutually reinforcing, often creating a vicious cycle in people's lives. We work to break this cycle through adopting a holistic and needs-led assessment, connecting clients with either our services or, through referral, to the required specialist help.

Our current 2023-2026 strategy is well underway, and we are focused on ensuring that high-quality support continues to be at the heart of everything we do We also want to raise our profile and reach new beneficiaries, continue to manage our finances and properties accordingly, embark on new partnerships, expand our volunteer programme, ensure effective governance and continue be the best we can be.

To read more about our work, please see https://scotscare.com/

**Who we are looking for**

We are looking to increase the professional experience of our Trustee group in the area of **social care and welfare**, in particular as it relates to **children and their families** and are seeking a new trustee with experience of coordinating and developing services in either local authorities, charity, mental health and/or housing sectors. Previous experience of being a trustee is not essential.

We are keen to hear from a diverse range of applicants who have the required knowledge and skills and who feel passionately about our mission. The term of office is three years, and the Committee of Management (or Board) meets quarterly, usually on the fourth Wednesdays of January; April; July and October in the evenings. In addition, you will be expected to attend quarterly Sub-committee meetings.

**Duties and Responsibilities**

Trustees of ScotsCare have, and must accept, ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent and well-run and delivers the charitable outcomes for the benefit of the service users for which it was set up.

In particular, the Trustees are responsible for helping to plan the strategic future of ScotsCare and to make key strategic decisions that relate to ScotsCare and its activities. They take responsibility for those decisions and are accountable for ensuring that the activities and policies adopted by ScotsCare support the achievement of its charitable objects and purposes.

Principle duties involve focusing on key strategic issues, scrutinising committee papers, leading and contributing to discussions, approving new initiatives or advising on other issues in which an individual Trustee has specific expertise.

Trustees also have a number of responsibilities that ensure the charity is run in a way that is legal, responsible and effective and that Trustees are accountable to all those with an interest or stake in the charity. These duties include:

- To ensure that ScotsCare complies with its Charter and Bye-Laws, charity law, company law and any other relevant legislation or regulations;
- To ensure that ScotsCare pursues its objects as defined in its Charter and Bye-Laws;
- To ensure that ScotsCare applies its resources exclusively in pursuance of its objects (i.e. ScotsCare must not spend money on activities which are not included in its objects, no matter how worthwhile or charitable those activities are);
- To contribute actively to the Committee of Management in giving firm strategic direction to ScotsCare, setting overall policy, defining goals, setting targets and evaluating performance against these agreed targets;
- To safeguard the reputation of ScotsCare;
- To ensure the effective and efficient administration of ScotsCare;
- To ensure the financial stability of ScotsCare;
- To protect and manage the property of the charity and to ensure the proper investment of ScotsCare's funds; and
- To appoint the Chief Executive and monitor his/her performance.

**Commitment**

Formal meetings

- Trustees are expected to attend meetings of the Committee of Management, which are held every quarter, on the fourth Wednesday of January; April; July and October in the evenings. These meetings take place in central London and Trustees are expected to attend in person whenever possible. If an elected Trustee is unable to attend two successive meetings of the Committee of Management (serious illness excepted) that Trustee may be required by the Chair to meet with the Chair and one of the Vice Presidents for an appraisal such as provided for at the end of all elected Trustees elected term.

- Trustees also sit on one or more Sub-Committees. These meetings take place quarterly, prior to the relevant Committee of Management meeting, and are held in person or online.

- New Trustees should serve at least one year on the Welfare Sub-Committee to familiarise themselves with the work of the Charity.

- All elected Trustees, not less than two months before the end of their elected term, shall meet with the Chair and one of the Vice-Presidents for an appraisal of their role as elected Trustee in the preceding three years and how they consider they may contribute to the objectives of the charity in the next three years, if they wish to be re-elected.

Other involvement

- Prospective Trustees are expected to attend meetings of relevant Sub-Committees before election. These meetings may take place in person or online.

- All new Trustees shall undertake an induction process, including formal trustee training, provided through ScotsCare, to ensure an awareness of best practice and the obligations of a Trustee.

- Trustees are also encouraged to visit each of our sheltered housing sites and attend social events organised and delivered by ScotsCare, to understand at first hand the issues faced by the organisation, its staff, volunteers and service users.

- In addition, Trustees are encouraged to support areas of work relating to their specific area(s) of interest and expertise. Through developing a working relationship with the relevant members of the Charity's Senior Management Team, Trustees will provide input and support to the Team in the development of the Strategic Plan.

**Person Specification**

Required

- A commitment to ScotsCare's purpose, values and ethics.
- A willingness and ability to devote the necessary time and effort.
- Experience of successfully dealing with strategic issues, interpreting complex information and business planning.
- Ability to collaborate, support and build relationships with a range of internal and external stakeholders.
- Experience of good judgement and the ability to constructively speak one's mind.
- Knowledge and experience of social care and welfare is an advantage but not essential.

Desirable

- Previous governance experience.
- Prior experience of being a Charity Trustee is helpful but not essential

**How to Apply**

Please send a CV and covering statement to:

**Shona Fleming**
**Chief Executive**
**ScotsCare**
**22 City Road**
**London EC1Y 2AJ**

or by email to shona.fleming@scotscare.com

Your CV should contain the following information:

- Personal details including daytime contact number, email and postal address
- Qualifications
- Membership of any professional bodies
- Employment history
- Details of any voluntary work
- Details of at least two referees (not relatives or personal friends), one of which should be your current employer (if in employment) or most recent employer.

Your covering statement (of no more than 450 words) should set out your reasons for applying and the skills and experiences you can bring to the role of Trustee.

For an informal and confidential discussion, having read the information in the pack, please contact Shona Fleming, Chief Executive, on 0207 240 3718.

**Please note that in accordance with ScotsCare's Bye-Laws, Trustees retire on reaching the age of 75.**