



Livingston James

Position Profile:

Board Trustee

Scottish Council for Voluntary Organisations



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## 1. Welcome from Andrew Burns, SCVO Convener

Dear Candidate,

Thank you for your interest in this unique opportunity to help shape and support Scotland's third sector.

As the national membership organisation for Scotland's charities, voluntary organisations and social enterprises, we know first-hand how big a difference just one determined person can make – but we also know that everyone needs support sometimes.

We lobby Government on policy issues, create jobs for young people and support organisations to embrace and promote digital skills. We also help with the day-to-day stuff, like affordable office space, discounted training courses, funding opportunities and information and support to help people set up and run their organisations.

Following my own appointment as Convenor in January 2018, I was delighted that one of my first announcements was the news that we had recruited Anna Fowlie as our new Chief Executive. Anna started in April 2018, and will lead the organisation through what I believe will be both an exciting and transformational period for SCVO.

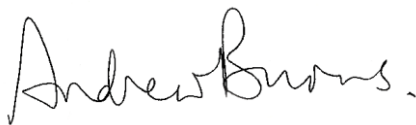
Thus with both a new Convenor, and a new Chief Executive, this is the ideal time to get involved and to help us shape the future direction of the organisation ... and due to the end of term-limits for several existing Board Members, we do currently have 4 vacancies for new Trustees to join the main SCVO Board.

As a Board Trustee you will play a key role in ensuring that, as an organisation, SCVO advances the interests of its members and the people and communities that we support.

The role will be both rewarding and challenging, as we seek to guide members through the ongoing challenges of increased governance, increasing financial constraints and new legislation.

As a sector, we can shape how Scotland deals with issues such as the role of technology, ageing with dignity, economic inequality, human and civil rights and climate change. I believe SCVO can give our members a voice in these debates and as a Board Trustee you can directly assist in developing a better Scotland.

I wish you well with your application.



Andrew Burns,  
Convenor

## **2. About SCVO**

The Scottish Council for Voluntary Organisations (SCVO) is the membership organisation for Scotland's charities, voluntary organisations and social enterprises. Its mission is to support people to take voluntary action to help themselves and others, whilst also bringing about social change.

With a vision for a more equal society and vibrant communities supporting, and supported by, a modern economy with active and engaged citizens, SCVO works in partnership with the voluntary sector to advance their shared values and interests.

With over 1800 members who range from individuals and grassroots groups to Scotland-wide organisations and intermediary bodies, through lobbying and campaigning, SCVO works to advance the interests of their members and the people and communities that they support.

Their services help charities and third sector organisations across Scotland focus on what they do best, whether that is supporting the most vulnerable people in our communities or conducting cutting edge research. From providing a payroll service to third sector organisations to creating thousands of jobs for young people in charities across Scotland, SCVO's services make a real difference.

SCVO's current strategic objectives include:

1. Increasing access within the third sector to good quality information and services
2. Increasing access to volunteer and job opportunities in the third sector
3. Increasing opportunities for interests from all areas of civil society to network, connect interests and access services
4. Increasing access to programmes that improve practice and build collective third sector capacity
5. Ensuring that the public, civil society and key influencers have increased opportunities to learn about and from third sector expertise and experience

With offices in Edinburgh, Glasgow, and Inverness, SCVO employ over 100 staff and have a turnover of £23m per annum. Much of this income is directed towards their members, enabling them to make even more of a difference at the front line.

### **Governance**

SCVO is a Scottish Charitable Incorporated Organisation. They are governed by a Trustee Board, made up of individuals elected from their membership, and co-opted to supplement the Board's experience and expertise.

The specific roles of Vice Convener, Treasurer, and membership of the Finance Audit and Risk Committee (the Board's only standing committee) are appointed from within the Board's number.

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### 3. The Opportunity

SCVO are currently looking to identify appropriately qualified candidates to fill up to four co-opted places on its Trustee Board.

As members of the Trustee Board, you will always act in the best interests of SCVO, acting as a group and not as individuals.

As a Board Trustee member your responsibilities will include:

- Establishing clear strategy and regularly reviewing performance against organisational objectives
- Ensuring effective implementation of Board decisions by the Chief Executive and Executive team
- Holding the Chief Executive to account for the effective management and delivery of SCVO's aims and objectives.
- Ensuring the long-term sustainability of SCVO
- Contributing to constructive debate on the strategic development of SCVO
- Ensuring that SCVO pursues its objectives as defined in its governing document
- Ensuring that SCVO complies with the provisions of [The Charities and Trustee Investment \(Scotland\) Act 2005](#) and other relevant legislation
- Ensuring that financial controls and systems of risk management are robust
- Contributing to the process of maintaining the values and vision of SCVO
- Operating in a manner consistent with the charity's purposes

In addition to the above-mentioned responsibilities, each Board Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or evaluation or other issues in which the Trustee has special expertise.

Board Trustees will commit to participate, as far as is possible, in:

- Quarterly meetings of the Trustee Board
- The Trustee Board's annual away day
- *Ad hoc* meetings of the Trustee Board or sub-groups
- Working groups which progress SCVO's strategic objectives
- Key internal and external events

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### 4. Candidate Profile

SCVO are specifically looking to identify new Board Trustees with one or more of the following interests/areas of expertise:

- Accountancy or financial management experience
- Legal expertise
- Professional knowledge of pensions
- Knowledge of property development

The core competencies required in the role of SCVO Board Trustee are:

- Board level understanding of organisational development and planning
  - An understanding of governance principles and an outline appreciation of charity law
  - Experience of strategic leadership in an organisation embarking on transformational change
  - Proven ability to influence and generate impact
  - Experience of working in a member-led/diverse stakeholder organisation
  - Good independent judgement
  - A champion of good governance practice
  - A passion for the third sector and the difference it makes
  - Excellent awareness and understanding of third sector and public policy
  - A commitment to the mission of SCVO
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## **5. Remuneration**

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

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## **6. The Recruitment Process**

For more information, interested candidates should contact Douglas Adam, Head of Public and Not for Profit Practice, at Livingston James on 0131 220 2209.

Interested candidates should provide a tailored CV and covering letter to [douglasadam@livingstonjames.com](mailto:douglasadam@livingstonjames.com)

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