



**Parenting**  
across Scotland

# Trustees Recruitment Pack



June 2024

# Welcome Letter from the Chair

**Thank you for your interest in becoming a Trustee of Parenting across Scotland. I hope that you will find this recruitment pack about our organisation and our future plans helpful, so that you can reach an informed decision as to whether you might be the right person to join us.**

We are seeking to appoint two new Trustees over the summer in order to strengthen the Board – **a member of the Board of Trustees** and **a new Chair of the Board of Trustees.**

It has been my great pleasure to be chair of Parenting across Scotland's Board of Trustees since 2021. During that time we have experienced significant change as an organisation. With a new executive team in place and exciting plans for the future, it is the right time for me personally to hand of the role to another individual. I believe that great things lie ahead for this small and mighty organisation.

We are looking for someone with previous governance experience to take on this important chair role. Please read on to find out more.

If you are interested in the other Trustee vacancy, welcome! You might not think of yourself as someone who could become Trustee. Or you might think that since you've never been a Trustee you don't have the skills or experience to join our Board. Please don't let that stop you from applying. We'll provide the support you'll need if you are a first-time Trustee. What's important is that you bring your own distinctive voice to the Board and that you're willing to challenge and learn.

We are particularly interested in applications from people with backgrounds in finance, HR or law. We are also looking to ensure the Board has a diverse range of characteristics, views and experiences. Our key focus is to attract new Trustees who are committed to helping Parenting across Scotland to deliver its ambitions. We welcome applications from individuals of all backgrounds.

We are a relatively small organisation, but we have a national role, impact and reputation. We work together with our members, partners and stakeholders to focus on parenting issues and to help realise our vision - a Scotland where all parents and families are valued and supported to give children the best possible start in life.

I hope on reading this recruitment pack that you will be inspired by our valuable work. Either I or Amy Woodhouse, our CEO, would be very happy to have an informal discussion about your application if you would find that helpful.

With best wishes



Neil Mathers, Chair of Parenting across Scotland



## About Parenting across Scotland

Parenting across Scotland (PAS) supports children and families in Scotland through its network of member organisations. We work together to realise our vision: a Scotland where all parents and families are valued and supported to give children the best possible start in life.

Together we bring the parent voice to national and local policymakers and to service providers, setting and illuminating the agenda for what needs to change, and catalysing improvements in policy and practice.

Our organisational outcomes are as follows:

1. Legislation, **policy** and practice better meets the needs of families in Scotland.
2. **Practitioners** working with families are better informed and skilled to deliver support to families
3. **Parents and carers** views and experiences help inform and influence policy and practice.
4. We become a more **sustainable** organisation.

Our day-to-day operational activities focus on:

- championing the interests of parents and caregivers
- using research and consultation to bring parents' voices into the policymaking arena
- highlighting where national policy decisions affect parents and families
- developing partnership work with member organisations and raising awareness of our joint activities
- providing access to resources for practitioners and service providers

We are at an exciting point in the life of Parenting across Scotland. Our new Chief Executive came into post in October 2023 and our Policy and Engagement Officer started in February 2024. They have been working with the board to develop our strategic direction, which includes greater emphasis on the lived experience of those in a parenting role.

You can read more about the work of Parenting across Scotland by visiting our website at [www.parentingacrossscotland.org](http://www.parentingacrossscotland.org)

## Role description

With our existing chair planning to stand down in the coming months, we are seeking to recruit two new Board members to support Parenting across Scotland over its next phase;

- **Member of the Board of Trustees**
- **Chair of the Board of Trustees**

The board of trustees is vital in ensuring that PAS achieves its aims and purpose. **Trustee** responsibilities are as follows:

- promoting and demonstrating good governance
- ensuring legal, constitutional, and regulatory compliance
- attending board meetings, suitably prepared to contribute to discussions and to make decisions
- setting the PAS strategy and direction
- agreeing the annual budget and business plan, and ensuring financial viability
- ensuring PAS is a good employer that engages with its employees
- Monitoring organisational performance and managing strategic risk
- publicising PAS and supporting its fundraising efforts, and sharing these with any networks as appropriate
- supporting and challenging the executive team to enable PAS to grow sustainably and to thrive, and through this, to achieve its vision

Board members have a collective responsibility. This means that trustees act as a group and not as individuals.

Additional **Chair of the Board of Trustees** responsibilities:

- chairing meetings of the Board and seeing that it functions effectively and carries out its duties.
- working in consultation with the chief executive to recruit board members and co-optees with specific/relevant expertise.
- serving as an additional spokesperson for or promoter of the charity.
- ensuring that the board members develop a long-term strategy for the organisation together with the chief executive, with objectives that can be monitored.
- supporting and reviewing the work of the chief executive
- Complying with the current employment and equal opportunities legislation and good practice.





## **Role description**

### **Why become a trustee?**

Becoming a trustee gives you the opportunity to:

- Work closely with a passionate group of people
- Learn new skills in a leadership role
- Challenge yourself, by applying existing skills in a new environment
- Gain valuable experience, such as setting a strategic vision, influencing and negotiation, and managing risk. If you already have existing experience in these areas, it can be stimulating to use it in a different content.
- Develop new networks
- Play a fundamental role in the strategic development of the organisation

### **How you will be supported in the role**

A full induction process will be conducted on your appointment, including a meeting with the executive team, detailed organisational briefing and the provision of training as required. Ongoing support will be provided should any new development needs emerge.

### **Terms of appointment**

This is an unpaid position. We reimburse reasonable expenses incurred in acting for PAS (such as travel costs for meetings).

### **Time commitment**

Trustees are expected to attend around 4 board meetings a year (meetings are held remotely but this may change). Trustees are expected to attend and to contribute to an annual strategy day. This takes place in person in central Edinburgh.

### **Committee membership**

Trustees are expected to provide ad hoc and occasional support to the staff team, mainly through short-life working groups.

# Person Specification

We want a diverse board to ensure we have the best quality decision-making. There are specific personal qualities needed for **both roles**:

- enthusiasm for the PAS vision and mission
- willingness and ability to understand and accept the responsibilities and accountabilities of a trustee and to act in the best interests of the organisation
- ability to think creatively and strategically; to exercise good, independent judgement; and to work actively and effectively as a board member
- effective communication skills and willingness to participate in discussions
- ability to challenge constructively and to be open to challenge
- active commitment to equity, diversity and inclusion

## Member of the Board of Trustees

We welcome applications from those with the widest possible range of skills and experience. In addition to those attributes outlined above, we are particularly keen to encourage applications from those with experience and skills in:

- Finance and Charity Accounting
- Charity Law
- HR

You do not need previous governance experience for this role. PAS will provide induction and training to equip you to carry out the responsibilities of a trustee.

## Chair of the Board of Trustees

For the Chair role, we would prefer applications from those with previous governance experience. This could be as a member, vice chair or chair of a Board of Trustees, or as a senior leader of a charity organisation where working with a Board of Trustees was a routine part of the role.





## Application process

If you are interested in becoming a Trustee or Chair of the Board of Trustees, please send a copy of your CV, together with a short letter of interest (one side of A4) outlining:

- Which role you are applying for
- Why you fulfil the person specification of Parenting across Scotland
- What you think your major contributions to Parenting across Scotland would be
- A declaration that you are not disqualified from becoming a Trustee
- A list of any Directorships or Trusteeships that you currently hold.
- Full contact details (name, job title, organisation, phone and email) for two referees. Please note we will not take up references without your prior permission.

Please apply by email to Amy Woodhouse, Parenting across Scotland Chief Executive: [amy.woodhouse@parentingacrossscotland.org](mailto:amy.woodhouse@parentingacrossscotland.org)

Your application will be acknowledged and treated with strictest confidence. Parenting across Scotland recognises that your privacy is important, and we take our responsibility for the safety of personal data seriously. Shortlisted applicants will be invited to discuss their application with the Chair of the Trustees, nominated Trustee Panel and the Chief Executive.

### Queries

If you wish to arrange an informal discussion with Neil Mathers, Chair or Amy Woodhouse, Chief Executive, about this role; or if you have any queries please contact: [amy.woodhouse@parentingacrossscotland.org](mailto:amy.woodhouse@parentingacrossscotland.org)

### Recruitment timetable

- Deadline for applications 9am, Monday 15th July 2024
- Interviews will take place during w/c 22nd July 2024
- Notification of successful candidates by 1st August 2024
- Subject to the agreement of the Board, successful candidates will be put forward for formal election at the AGM on 29th August 2024.



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[www.parentingacrossscotland.org](http://www.parentingacrossscotland.org)

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Parenting across Scotland is a registered Scottish charity: SC047892.