



Could you be a Big Hearts Trustee?

Come on board!



BIG HEARTS BOARD OF TRUSTEES - RECRUITMENT PACK

Big Hearts Community Trust announces that it is inviting applications from qualified individuals to join its board of trustees, having launched a recruitment process, today.

The following is an introductory guide to the process, but if you are interested in applying ensure you read the full Recruitment Pack before submitting an application.

BACKGROUND

Traditionally role-specific appointments have been made on an invitation-only basis, but as part of reflecting the changing circumstances at Tynecastle, with the path to fan ownership set via the Foundation of Hearts, the charity's board now believe the time is right to open applications.

CURRENT PICTURE

This is an important moment for Big Hearts. In 2014, the charity launched a brand-new strategy which saw grassroots football development return to the club for the first time in nearly ten years.

Big Hearts went on to focus on "family" as part of a strong commitment to look at what football can do for those in need, not the other way around. This involved using the power of football, Tynecastle and the Hearts crest to engage and support families in need.

That has yielded significant successes, with the strongest staff team in the history of the charity, clear objectives for the future and a new three-year plan set to be rolled out from April 2018, of which the early stages are now in the process of being implemented.

Big Hearts' new strategy will seek further growth and impact with an increasing number of beneficiaries in targeted communities and populations where socially isolated groups exist, for example those affected by poverty, those seeking refuge and asylum and a number of BME groups.

These new areas of focus will complement existing activity involving kinship care families and older people. It is expected that new programmes will continue to be rolled out, with the charity using objective analysis to identify need.

*Supporting all of this is a remarkable volunteering programme, **Big Hearts Supporters**. This has seen 1,700 supporters sign up to support the charity, of whom 10% are now actively involved in volunteering. Collectively this group has delivered over 2,400 hours of volunteering this year.*

THE BOARD

Billy Watson, chief executive at the Scottish Association for Mental Health (SAMH) chairs the board of trustees at Big Hearts, having taken on the role at the end of 2016.

He is joined by **Lawrence Broadie** (marketing & communications), **Tim Gardiner** (finance), **David Sellar** (legal), and **Ann Budge** (representing Hearts).



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SKILLS WE ARE LOOKING FOR

A detailed Person Specification follows, but in short Big Hearts welcomes applications from any candidate who can demonstrate such experience and skills as:

- Relevant professional qualifications, experience and expertise with board level or senior management experience with a focus on the third (charity) sector
- Experience working with those affected by poverty, seeking refuge and asylum or with BME groups would be very desirable
- Senior-level experience working on developing and sustaining new income streams in the third sector

All trustees are expected to uphold and represent Big Hearts' purpose, vision, values and mission in a personal and professional capacity.

While it is desirable that any incoming trustee will be a Hearts supporter, this is not an essential factor. The board of trustees will consider any applicant who brings the right skills and experience forward.

COMMITMENT

Trustees are appointed for an initial term of 3 years.

- Four trustee board meetings held per annum (quarterly)
- An annual trustee board away-day
- Annual General Meeting
- One annual 121 meeting with Chair
- An expectation that Trustees will aim to participate as appropriate in some events and opportunities that occur within the programme of delivery

Whilst the role is unpaid, reasonable expenses are payable associated with relevant Trustee activity.

ESSENTIAL INFORMATION

All trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role. They must also be eligible to act as a Company Director and Charity Trustee.

APPLICATION PROCESS

- An application form must be completed
- Applications should be sent via email to recruitment@bighearts.org.uk
- The deadline for applications is 6 October 2017 at 5pm
- Applicants will be invited for an initial informal meeting with Billy Watson and interim general manager Craig Wilson (week commencing 16 October 2017)
- A formal interview process will then take place for short-listed candidates involving a sub-group of trustees (week commencing 30 October 2014)
- The appointment is subject to approval at Big Hearts' Annual General Meeting (scheduled for 7 November)



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STATEMENT OF DUTIES

The responsibility of a Trustee is to direct the affairs of Big Hearts Community Trust through efficient, effective and accountable governance ensuring that the organisation is solvent, professionally-run and that it acts in accordance with its aims and objectives.

Trustees are responsible and accountable for the overall strategic leadership and direction of Big Hearts Community Trust, safeguarding the assets, reputation and ethos of the organisation; and promoting work; and upholding Big Hearts Community Trust's core values.

Data Protection Act 1998

Trustees should be aware that Big Hearts Community Trust is required to share their personal information in the following ways:

- As a Company Limited by Guarantee, Big Hearts Community Trust must register Trustees as directors with Companies House*
- As required information to support grant and tender submissions*
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)*

Duties as a Trustee

- 1. To seek to advance the aims of Big Hearts Community Trust to be a charity for families, supporting all generations within the communities we serve by leading, coordinating and facilitating meaningful activities where need is identified. Working closely with the club and the Foundation of Hearts, we aim to use the power of the club's crest to make a meaningful difference to the lives of families and individuals who need our help most.*
- 2. To approve the strategic direction of Big Hearts Community Trust, in conjunction with the Chair, other Trustees, the General Manager and the staff team.*
- 3. To proactively participate in and be responsible for Trustee Board decisions, with due regard to advice from the General Manager and the staff team.*
- 4. To monitor organisational performance against agreed outcomes and targets.*
- 5. To assist, as required, the Chair and Trustees to appoint Big Hearts Community Trust's General Manager.*
- 6. To contribute specific skills, knowledge and experience to assist Trustee Board to discharge its responsibility and to reach sound decisions. This may include involvement in sub-committees, scrutinising reports and consultations, leading discussions and chairing or attending working groups as well as providing specific advice and guidance on issues where a Trustee has particular expertise.*
- 7. To develop a constructive and effective working relationships with other Trustees, the General Manager and staff team.*



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8. *To act in the interests of Big Hearts Community Trust, putting organisational interests before own interests or those of any other person or organisation; declaring any potential conflict of interest.*
9. *To uphold and represent Big Hearts Community Trust's purpose, vision, values and mission in a personal and professional capacity.*
10. *To contribute to the governance of Big Hearts Community Trust within best practice frameworks, ensuring the organisation complies with the provisions of the Companies Act, the Charities and Trustee Investment (Scotland) Act 2005 and any appropriate legislation, including guidance from the Office of the Scottish Charities Regulator (OSCR).*
11. *To act with the care and diligence that is reasonable to expect within a Trustee's responsibilities, ensuring that Big Hearts Community Trust operates in a manner consistent with its specified purpose as laid out in the Articles of Association; any other governing documents and with reference to OSCR's 'Guidance for Charity Trustees'.*

PERSON SPECIFICATION

In May 2017, Big Hearts Community Trust identified a new three-year strategy to seek further growth and impact with an increasing number of beneficiaries in targeted communities and populations where socially isolated groups exist, for example those affected by poverty, those seeking refuge and asylum and a number of BME groups.

We are now seeking to recruit further Trustees to support the Trustee Board capacity to advance the new strategic plan for the next three years:

1. *Relevant professional qualifications, experience and expertise of governance and strategy, particularly in a charitable context is desirable. In addition, given the targeted priority areas and communities we are seeking to impact (see below), knowledge skills and experience in these areas would also be an asset.*
2. *Given the critical growth phase Big Hearts Community Trust is entering, applicants with executive or board level experience would be preferred, particularly in related fields.*
3. *The ability to generate and sustain new income streams will be crucial to success in the future and trustees with experience at a senior level in these areas is desirable.*
4. *Big Hearts Community Trust Trustees will uphold and represent its purpose, vision, values and mission in a personal and professional capacity.*
5. *Trustees will come from a range of backgrounds and relevant experience with reference to the purpose and delivery of the organisation's strategy and operations.*

GUIDANCE FOR CHARITY TRUSTEES

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. Guidance for Charity Trustees



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Some people are disqualified by law from acting as a charity trustee:

- *Someone with an unspent conviction or dishonesty for an offence under the Charities and Trustees Investment (Scotland) Act 2005.*
- *An undischarged bankrupt.*
- *Someone who had been removed under either Scottish or English law or the courts from being a charity trustee.*
- *A person disqualified from being a company director.*

APPLICATION

Send your completed application form, which is included in the recruitment pack, to recruitment@bighearts.org.uk