



# Come on board!

APPLY TO BE A BIG HEARTS TRUSTEE



## BIG HEARTS BOARD OF TRUSTEES – RECRUITMENT PACK

**Big Hearts Community Trust is inviting applications to join its board of trustees. There are two trustee positions to be filled, with ideally one being a qualified accountant.**

*The following is an introductory guide to the process, if you are interested in applying ensure you read the full recruitment pack before applying.*

### BACKGROUND

Big Hearts Community Trust is the charity of Heart of Midlothian Football Club. Big Hearts use the power of football to change the lives of the most vulnerable in the community.

As a registered charity, Big Hearts works closely with the football club, local partners and charities across Edinburgh to identify needs and to build and deliver targeted programmes of support.

In 2019/20 Big Hearts engaged with over 2,500 people across many projects, with help from over 200 volunteers.

### CURRENT PICTURE

Big Hearts Community Trust has, for the last 5 years, been steadily growing the number of individuals and families being supported. Areas of current focus include kinship care, mental health, older people, poverty and multi-culture. More about the team and what Big Hearts do can be found at <http://www.bighearts.org.uk/about-us/>



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## THE BOARD

The Big Hearts team are supported and governed by a board of Trustees.

The Board consists of:

- the Chair, **Billy Watson**, Chief Executive of Scottish Association for Mental Health (SAMH), **Ann Budge**, Trustee (representing HMFC) and **Pamela Scott**, Trustee.

*Trustees with terms ending in 2020 are:*

*Tim Gardiner, David Sellar and Lawrence Broadie.*

## SKILLS REQUIRED

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

- Relevant professional qualifications, experience and expertise with board level or senior management experience.
- 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.
- Leadership – supportive, collaborative and expert at building strong productive relationships.

One of the roles requires to be filled by a qualified finance professional, ideally who has experience in being a Trustee of a Charity.

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



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While it is desirable that any incoming trustees will be a Hearts' supporter, this is not essential. 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** and are expected to, at a minimum, attend:

- Four trustee board meetings per year
- An Annual Strategy Board awayday
- Annual General Meeting
- Annual 1:2:1 performance review with the Chair

*It is expected that the Trustees will support and participate in some Big Hearts events throughout the year and provide ad-hoc support to the Big Hearts Team and Board as required.*

The Non-Executive role is a **non-paid** position, but expenses are payable in line with the Big Hearts expenses policy.

## 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.



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## APPLICATION PROCESS

- An application form must be completed.
- Applications should be sent via email to [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk)
- The deadline for applications is **Friday 3rd July 2020, 5pm.**
- Applicants with the relevant skills and experience will be invited for an informal conversation with the Chair of the Board and Big Hearts General Manager in early July either face to face or over video conference.
- A formal interview process will then take place for short-listed candidates with a sub-group of Trustees through July and early August.
- The successful candidates will be appointed from 1<sup>st</sup> of September 2020 subject to approval at the Big Hearts Annual General Meeting which will be scheduled at around that time.

## 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 objects as well as complying to charity regulations.

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



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## 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, co-ordinating 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, 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.*



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- 6.** *To contribute specific skills, knowledge and expertise 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 relationship with other Trustees, the General Manager and staff team.*
- 8.** *To act in the interests of Big Hearts Community Trust putting organisational interest 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), GDPR etc.*
- 11.** *To act with the care and diligence that is reasonable to expect within a Trustee's responsibilities, ensuring the Big Hearts Community Trust operates in a manner consistent with its specific purpose as laid out in the Articles of Association; any other governing documents and with reference to OSCR's 'Guidance for Charity Trustees'.*



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## PERSON SPECIFICATION

Due to current Trustees coming to the end of their term we have **two vacancies**:

Both roles require to be filled with individuals who:

1. Are ambitious and motivated to bring pace and energy to support Big Hearts strategy and plans.
2. Have relevant professional qualification, expertise and experience of governance and strategy, particularly in a charitable context.
3. Have held Executive or board level positions, ideally in charitable field.
4. Have the ability to support and have senior level expertise in the generation and sustaining of new income streams.
5. Are able to uphold and represent Big Hearts Community Trust purpose, vision, values and mission in professional and personal capacity.
6. Are able to build strong productive relationships with other trustees, staff team and General Manager.
7. Are able to contribute in a collaborative and supportive manner to encourage and develop creative, bigger outcomes.
8. Are inquisitive to find out all about the services, the staff, the volunteers, the community and the beneficiaries of the services of Big Hearts Community Trust.
9. Are well networked and can use this network to bring further interest in the Trust.

Big Hearts Community Trust Chair is committed to having a diverse board to bring the best governance and support to the staff team.



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## 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. [Click here to see the Guidance for Charity Trustees.](#)

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 Trust 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

[Click here to access the Application Form](#)