



BECOME A BIG HEARTS TRUSTEE!



BIG HEARTS BOARD OF TRUSTEES: RECRUITMENT PACK 2024/25

Big Hearts Community Trust is inviting applications to join its Board of Trustees in 2025. There are **two trustee positions** to be filled with an experienced finance professional or accountant and the other/both with the potential of being chairperson in the future.

The following is an introductory guide to the process, please ensure you read the full recruitment pack before applying.

Application Process

- An application form must be completed.
- Applications should be sent via email to recruitment@bighearts.org.uk or by post: FAO Craig Wilson, Big Hearts, Tynecastle Park, EH11 2NL.
- The deadline to apply is **Monday 16th December 2024**, 12 noon.
- Candidates with the relevant skills and experience will be invited for an informal conversation with the Chair of the Board and Big Hearts' CEO on January 13th or 14th 2025, in person (location to be agreed).
- A formal interview process will then take place for short-listed candidates with a sub-group of Trustees (with date to be confirmed, likely late in January 2025).
- The successful candidate will be appointed subject to approval at the Big Hearts' Board and starting for end of February 2025 Board meeting.



About Big Hearts

Big Hearts Community Trust is an award-winning charity operating from Tynecastle Park, the home of Heart of Midlothian football club. Since 2015, Big Hearts harnesses the **power of football** to change lives.

Working closely with key-actors in South West Edinburgh, Big Hearts aims to bring community resources together to offer adults and children free opportunities to live a safe and fulfilling life.

Social impact

As the Club's official charity, Big Hearts runs over 15 free projects from its facilities in the Hearts' Stadium. More info: www.bighearts.org.uk/about-us

In 2024 Big Hearts strengthened the support services on offer across **mental health, equality and social connections**. The charity provided over 10,000+ free meals and ran over 600 days of free activities so far.

Recent evaluation across project participants demonstrated:

- 91% increase in sense of wellbeing
- 64% rise in engagement in education
- 83% reduction in anti-social behaviour

The Big Hearts' Board

The Big Hearts' Staff team is supported and governed by a Board of Trustees.

The Board currently consists of Pamela Scott (Chair), Andrew McKinlay, John Hume, Mariel Kaney, James Jopling and Graham Robertson.

The charity is recruiting two new Trustees to join the Board early in 2025.



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 away day
- 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 Staff team and Board as required.

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, 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.

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 Hears 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).



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 to be filled by an **experienced finance professional** or accountant ideally with some charity knowledge.

The other role ideally will be filled by an individual who has an interest or experience in **charity governance** and may be interested in being a future Chair for Big Hearts.

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 trustees will be a Heart of Midlothian FC supporter, this is not essential.

The Board of trustees will consider any applicant who brings the right skills and experience forward.



Person Specification

Both open vacancies required 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, one ideally in finance / accountancy and other with potential to chair the board in the future.
4. Have the ability to support and have senior level expertise in the generation and sustaining of new income streams through business and charity networks.
5. Are able to uphold and represent Big Hearts Community Trust purpose, vision, values and mission in a professional and personal capacity.
6. Are able to build strong productive relationships with other Trustees, Staff team and CEO of the charity.
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 charity.

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



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 Heart of Midlothian football 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, CEO and the Staff team.
3. To proactively participate in and be responsible for Trustee Board decisions, with due regard to advice from the CEO 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 CEO.
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.



Duties as a Trustee (continued)

7. To develop a constructive and effective working relationship with other Trustees, the CEO and the 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'.



Essential Information

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

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.

Guidance for Charity Trusts

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

Click on this link to download: [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.



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Big Hearts Community Trust

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Edinburgh, EH11 2NL

Registered Charity SC037311

www.bighearts.org.uk