



## Board Member

Venture Scotland's aim is to empower disadvantaged young people aged 16-30 to achieve their potential and make an active contribution to society. We help young people to develop new skills and confidence, improve their mental and physical health and increase their access to employment, training and education.

We do this by providing a long-term and intensive programme of personal development and volunteering called 'The Journey'. Our team of development professionals work in partnership with volunteers from all walks of life to lead the Journey, which consists of outdoor activities, conservation and challenging personal development work. Our programme takes place in both urban and wilderness settings, including at our remote bothy in Glen Etive.

### Role Purpose:

- To work as part of a team of Board of Trustees who provide effective governance for Venture Scotland ensuring that all activities fall within the charity's purpose and that we adhere to our constitution document.
- To provide strategic direction to Venture Scotland and monitor progress and achievement against the organisation's Business Plan.
- To act as a guardian of the charity's assets and ensure the charity is solvent.
- To ensure the charity is run properly, responsibly and lawfully.

### Main duties:

#### Governance role

- Preparing for and contributing to 4 Board Meetings a year, an annual Away Day and AGM.
- Using your knowledge and experience to help the Board reach sound decisions and providing advice and guidance in areas where you have particular expertise.
- Monitoring progress against the Venture Scotland Business Plan.
- Monitoring the financial position of the charity and agreeing the annual budget.
- Monitoring the organisation risk assessment.
- Monitoring the support and development of the Venture Scotland staff team.
- Ensuring that the interests of vulnerable young people and our volunteer community are represented in decision making.
- Working with fellow Board members to review Board performance and ensure the Board has the skills/knowledge it needs to perform its role.

#### Strategic role

- Representing at least one specific skill/knowledge area within the Board and carry out a limited number of strategic tasks relating to your role.
- At this time, we have a particular interest in recruiting people with a background in:
  - Youth Work
  - Fundraising/Marketing
  - Media/PR
  - Social Enterprise
  - Local or Scottish Government policy development
  - Volunteering
- Influencing the long-term direction and sustainability of Venture Scotland through participating in Board sub-committees where appropriate and/or engaging in organisational Business Planning.

### Representative role

- Representing the Board at key Venture Scotland events e.g. the AGM and regular Achievement Award Evenings.
- Attending external conferences and events on behalf of Venture Scotland.
- Accompanying the Director to meetings with key partners such as the Scottish Government and Big Lottery Fund.

### **Person Specification:**

#### Essential attributes

- An interest in the ethos and aims of Venture Scotland and in the issues facing excluded young people.
- To ensure that you are not disqualified from being a trustee for any reason.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Commitment to preparing for meetings thoroughly and attending them regularly.
- Ability to maintain confidentiality on sensitive and confidential information.
- The ability to work as a team with your fellow trustees in order to reach sound and fair decisions.
- Ability to assimilate and analyse complex information often in report form.
- Ability to contribute to the strategic planning process.
- To be able to represent at least one key skill/knowledge area on the Board.
- Commitment to representing the interests of young people and volunteers in your decision-making.

#### Desirable attributes

- Qualifications and or membership of professional bodies related to your area of expertise.
- Past experience of serving on a Board of Trustees or Directors.

### **Time commitment:**

- You will need to commit to serving on the Board for a minimum of two years. Members can serve for a maximum period of three years before requiring re-election to the Board.
- Approximately one hour preparation time for each meeting. Meetings take place from 4pm-6.30pm.
- To attend the AGM (an evening event) and an annual Away Day (historically at the weekend).
- To represent Venture Scotland at other internal and external events depending on your availability.
- To carry out a limited amount of strategic level work relating to the specific role you take on. The time commitment here depends both on the role and your own availability.
- To attend any other exceptional meetings by agreement of the Board.

### **Support for Board Members:**

- An induction meeting with the Chair of Venture Scotland, who will also check in with you on a regular basis to ensure you are comfortable with your role.
- You will receive a written induction pack containing background information about Venture Scotland and the role of a trustee.

- You will be invited to meet key members of staff during your induction period and staff will also be available to answer any ongoing questions you have relating to your specific role.
- You will be invited to attend Venture Scotland activities and events in order to help familiarise yourself with the organisation.
- You will be offered training relating to good governance and have the opportunity to pursue training relating to your specific role.
- You will be part of a supportive team with the other members of the Board.

**Board member benefits:**

- To know you are playing an essential role in the running and development of Venture Scotland, enabling the organisation to continue its work with disadvantaged young people.
- To build up new and existing skills and knowledge relating to the development of a small, dynamic voluntary organisation.
- To learn more about a range of issues including social exclusion, youth work, volunteering, conservation to name but a few!
- To be part of the Venture Scotland community and be invited to a range of fun and inspiring events.

**Location:**

- The majority of meetings take place at Venture Scotland's Edinburgh office, Norton Park. Occasionally meetings and away days will take place at other locations of the Board's choosing.

**Application process:**

- Firstly, register your interest in this role by calling our office on 0131 475 2395 or by emailing [admin@venturescotland.org.uk](mailto:admin@venturescotland.org.uk). You can also use these contact details if you have any questions about the role.
- Application is by CV with a covering letter to explain your interest in joining our Board. **The deadline for applications is 10am on Monday 10<sup>th</sup> October.**
- If you are short listed for the post, we will invite you to attend an interview on **Tuesday 25<sup>th</sup> October.**
- Successful candidates will then be invited to sit in on a **Board meeting on Monday 14<sup>th</sup> November from 4pm-6.30pm and to our AGM later that day from 7pm-8.30pm.**

***Please visit [www.venturescotland.org.uk](http://www.venturescotland.org.uk) for more information about our work.***