



Chairperson

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 works 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 provide leadership for the Venture Scotland Board of Trustees ensuring that it fulfils its responsibilities relating to the governance of Venture Scotland.
- To work in partnership with the Venture Scotland Director to set a strategic vision for the organisation and to support him or her in achieving this vision.
- To ensure an effective relationship is maintained between the Venture Scotland Board and its staff and volunteers.

Main duties:

In addition to the regular duties of a Board Member, you have the following responsibilities:

Meetings

- To work with the Director to agree an agenda for 4 Board Meetings a year, an annual Away Day and AGM.
- To chair Board meetings ensuring that key governance items are covered, that members contribute effectively and that meetings run to time.
- To monitor the implementation of actions agreed at Board Meetings.
- To work with the Director to agree an annual calendar of Board Meetings and events for the year.

Board Leadership

- To work in partnership with the Director to ensure that the skill set of the Board is fit for purpose for Venture Scotland.
- To work with the Director to recruit Board members with specific skill/knowledge sets as required.
- To work with the staff team to provide new Board members with an effective induction and ongoing support as and when they need it.
- To lead work to evaluate Board performance on an annual basis.
- To develop the work of Board sub-committees in priority areas including Finance, HR, Volunteering and Young People.

Staff Management

- To carry out the Director's annual appraisal and one half-yearly support and supervision session.
- To support the recruitment of senior staff members as required.

- To reflect any concerns staff members have in regard to the Board of Trustees and vice versa.

Representative role

- To play a proactive role in representing Venture Scotland at internal and external events.
- To build an understanding of Venture Scotland's diverse stakeholders of young people, volunteers, funders and partners and ensure that their interests and concerns are adequately represented at Board level.

Person Specification:

Essential attributes

- Outstanding leadership skills.
- Willingness to devote time and commitment required for role (see below for more details)
- Excellent people management skills.
- Experience of chairing effective meetings.
- Tact, diplomacy and influencing skills.
- A commitment to the ethos and aims of Venture Scotland and an interest 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.
- Ability to assimilate and analyse complex information often in report form.
- Ability to contribute to the strategic planning process.
- Commitment to representing the interests of young people and volunteers in your decision-making.

Desirable attributes

- Past experience of chairing a Board of Trustees or Directors.

Time commitment:

- You will need to commit to serving as Chair for a minimum of two years. As Chairperson you can serve for a maximum period of three years before requiring re-election to the Board.
- Approximately one hour preparation time for each meeting. Board Meetings take place from 4pm-6.30pm.
- In addition, the Chair is required to carry out additional work outside of meetings in order to fulfil their duties as described above. In most cases this work can be carried out on a flexible basis and outside of office hours.
- The Chair will contribute to the preparation of the AGM (an evening event) and an annual Away Day (a weekend event).
- To represent Venture Scotland at internal and external events depending on your availability.
- To attend any other exceptional meetings by agreement of the Board.

Support for the Chair:

- An induction programme led by the Director of Venture Scotland and other senior staff.
- You will receive a written induction pack containing background information about Venture Scotland and the role of a trustee.
- 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.

Role 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.
- The opportunity to hone your leadership skills within a dynamic voluntary organisation and play a key role in the strategic development of Venture Scotland.
- 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. 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 10th October.**
- If you are short listed for the post, we will invite you to attend an interview on **Tuesday 25th October.**
- Successful candidates will then be invited to sit in on a **Board meeting on Monday 14th November from 4pm-6.30pm and to our AGM later that day from 7pm-8.30pm.**

Please visit www.venturescotland.org.uk for more information about our work.