

Charity Trustee

Person specification



Keep Scotland Beautiful

Our vision

Scotland is clean, green and sustainable.

Our mission

Keep Scotland Beautiful is a charity that aims to change behaviour to improve the quality of people's lives, their wellbeing and the places that they care for.

Our values

We are Collaborative – we believe progress in environmental improvements is only possible through working with a coalition of partners across communities, organisations and individuals.

We are Positive – about the changes that individuals, organisations and communities can make and the impact that we can have on environmental issues.

We are Ambitious – for the environment and communities, we want our partners to succeed in their commitment to behaviour change and journey to net zero, we want our work to be visible in every part of the country.

We are Innovative – we have creative responses to address the climate emergency and are able to develop new products, services and campaigns to match the needs of our partners and we aim to respond quickly to local, national and global issues.

We are Influential – we have the expertise, evidence, credibility and knowledge to engage and lead in national debates on environmental issues.

The 'Keep Scotland Beautiful way'

Education and training – we use creative and engaging programmes of learning about the environment, and associated issues, to equip individuals, organisations and communities with knowledge to make better choices.

Campaigns and research – we raise awareness, through our award-winning national, local and issue related campaigns. We encourage the use of citizen science to engage key audiences and collect data and evidence.

Assessment, audits and awards – we use our data, knowledge and expertise to motivate and celebrate the achievements of individuals, organisations and their communities in taking action around environmental issues.

Community engagement – we build the capacity and capabilities of communities so they can respond to local needs and improve places that matter to them.

Applicable to: All

Note: Members of the Board of Charity Trustees are responsible to SCIO Members to discharge their duties effectively. In addition, all trustees are expected to abide by and sign up to the Trustee Code of Conduct.

Roles and purpose

- 1:** Provide leadership and set the overall direction of the organisation.
- 2:** Direct the organisation's strategy and structure.
- 3:** Monitor and be responsible for the performance of the organisation.
- 4:** Ensure that the organisation complies with relevant legal and regulatory requirements.
- 5:** Act as guardian and custodian of the organisation's assets.
- 6:** Ensure that the governance of the organisation is effective.

Functions and responsibilities

- 1:** Provide leadership for the organisation.

To work in partnership with other trustees to ensure that:

- a)** The Board of Charity Trustees provides and acts as a collective voice for the organisation and provides support and guidance to the Chief Executive.
- b)** The Chief Executive displays core leadership values and behaviours in order that they lead the day-to-day operations of the organisation with passion and energy.

- 2:** Direct the organisation's strategy and structure.

To work in partnership with other trustees, the Chief Executive and senior management team to ensure that:

- a)** Keep Scotland Beautiful has a clear vision, mission and strategic plan.
- b)** There are business, operational and other plans in place to support the vision, mission and strategic priorities.
- c)** There are Board of Charity Trustee and organisational policies in place to support the vision, mission and strategic priorities.

3: Monitor and be responsible for the performance of the organisation.

- a)** To ensure management provide timely, relevant and accurate information which will enable performance to be monitored across all key areas of the organisation's activity, including financial performance, employment obligations, development activity, agreed objectives and regulatory requirements.
- b)** To set core values of the organisation and ensure that these are embedded in the organisation's culture.
- c)** To receive regular reports from the Chief Executive and senior management team on progress towards strategic objectives and priorities.
- d)** To hold the Chief Executive to account for the administration, management and performance of the organisation.

4: Ensure that the organisation complies with relevant legal and regulatory requirements.

- a)** To be aware of and to ensure the organisation complies with legal, regulatory and statutory requirements such as; OSCR, Companies Act, Health and Safety, and Employment Legislation.
- b)** To have up to date knowledge of the organisation's constitution and objects and to ensure that this is reviewed regularly.
- c)** To agree the levels of delegated powers (if appropriate) and ensure these are clearly identified and officially recorded.
- d)** To ensure that responsibilities delegated to the Chief Executive are clearly expressed and understood, and directions given come from the Board of Charity Trustees as a whole.

5: Act as guardian and custodian of the organisation's assets.

- a)** To ensure that the organisation has satisfactory control systems and procedures in order that assets are invested to the maximum benefit, within the constraints of the law, ethical and other policies laid down by the board.
- b)** To ensure that there is a risk management framework in place so that risk is assessed, reviewed and mitigated.
- c)** To apply the income and property of the organisation properly, in line with the charitable objects and purpose set out in the governing document.
- d)** To act reasonably, prudently, collectively and objectively in all matters relating to the organisation and always act in its interest.
- e)** To be accountable for the solvency and continuing effectiveness of the organisation.

6: Ensure that the governance of the organisation is effective.

- a)** To implement a governance framework and structure that is appropriate, is capable of review and enables trustees to fulfil their duties.
- b)** To annually review the Board of Charity Trustees performance.
- c)** To annually review individual performance.
- d)** To ensure that the board has the skills required to govern the organisation.
- e)** To be willing to access external professional advice and expertise when necessary.
- f)** To ensure there is fair and open recruitment and induction procedure for trustees.

Essential attributes

- Commitment to keep Scotland beautiful.
- Understanding of the legal duties, responsibilities and liabilities of director and charity trustees.
- Willingness to devote the necessary time and effort to the role.
- Knowledge of the type of work undertaken by Keep Scotland Beautiful.
- Wide involvement with the voluntary and social enterprise sector and other networks.
- Commitment to taking forward environmental initiatives and promoting sustainable development.

Personal qualities

- Good, independent judgement.
- Impartiality, fairness and confidentiality.
- Willingness to speak own mind.
- Broad minded and imaginative.
- Patient and supportive.
- Tact and diplomacy.
- Respect for others.
- Willingness to develop new skills.

Special abilities

- Strategic vision.
- Creative thinking.
- Working effectively as a team member.
- Good communication and interpersonal skills.
- Business acumen.
- Ability to delegate.
- Adept at conflict resolution and negotiation.
- Knowledge of risk management and monitoring frameworks.

Experience

- Has ideally held previous trustee/board role(s) within a charity.
- Senior position within a large, complex organisation.
- Strategy development and review.
- Business development (income generation).
- Understanding of Scotland's environmental and sustainable development agenda.



We support the ambitions of the United Nations Sustainable Development Goals.

Keep Scotland Beautiful is your charity for Scotland's environment. We work with you to help combat climate change, reduce litter and waste, restore nature and biodiversity and improve places. We aim to inspire changes in behaviour to improve our environment, the quality of people's lives, their wellbeing and the places that they care for.



T: 01786 471333 E: info@keepscotlandbeautiful.org

