

Highland Community Care Forum



To support Carers in Highland throughout their caring journey

Trustee – Role descriptor and Person Specification

Title: Highland Community Care Forum (HCCF) Trustee.

Main purpose: To ensure sound governance of HCCF, contribute to the growth and development of the service.

Based: The central office is at 5 Tulloch Street, Dingwall. Due to COVID, meetings are held via Zoom with the intention of reinstating face to face meetings when time allows. Pre the pandemic Board meetings were held at the Highland Theological College in Dingwall. There may also be a requirement from time to time to participate in other meetings which would usually be held in Inverness but could be in other parts of Highland or rarely in other parts of Scotland.

Hours: Variable according to the needs of the service. On average, post training, one 2 hour meeting every six weeks plus additional hours associated with specific responsibilities.

Overview of role The Board of Trustees have ultimate legal and financial responsibility for all activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

Mission statement: To support Carers in Highland throughout their caring journey.

Vision: A better life for Carers in Highland.

Values:

Connecting Carers will ensure Carers' voices are heard:

- with respect and compassion
- through inclusion
- through promoting choice and opportunity
- by contributing to their local community, and

To ensure all Young Carers are seen, heard and supported.

Key aspects of the role:

Vision and Leadership

- To be committed to the vision, mission, and values of HCCF

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- To provide strategic direction, including agreeing and monitoring strategic plans
- To keep informed about the activities of HCCF and the wider issues that affect its work
- To ensure the work of HCCF is monitored and evaluated

Accountability & Legal Responsibilities

- To ensure that HCCF complies with its governing document – Memo & Articles of Association
- To ensure that HCCF complies with the law, including charity law
- To ensure that HCCF makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets
- To ensure that risks to HCCF staff, volunteers and service users are identified, at an acceptable level and are effectively managed
- To be accountable to funders and other stakeholders
- To personally abide by all policies and procedures

Financial & Staff Management

- To understand the financial position of HCCF
- To ensure that HCCF's finances are effectively managed
- To ensure that HCCF operates within its agreed accounting policies
- To ensure adequate financial resources for HCCF
- To contribute to and support fundraising strategies
- To ensure that HCCF is properly insured against all reasonable liabilities
- To ensure that HCCF is a responsible employer and adheres to legislation
- To effectively support and manage the HCCF Managers

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Responsibilities of Individual Trustees

While the Board of Trustees is collectively responsible for decisions made, it is important to be aware of the individual responsibilities and duties of trustees. Outlined below are the duties for Charity Trustees:

- to act within powers
- to promote the organisation
- to exercise independent judgement
- to exercise reasonable care, skill, and diligence
- to avoid conflict of interest
- to not accept benefits from third parties
- to declare any interests in proposed transaction or arrangements

Training

The following compulsory training must be completed as soon as possible following appointment to the Board of Trustees:

- OSCR – Guidance and good practice for charity Trustees
- Data protection training provided by HCCF's Data Protection Officer
- Governance training provided by HTSI (Highland Third Sector Interface) or SCVO (Scottish Council for Voluntary Organisations)
- Any other identified training as agreed or requested by the Chair of the Board

The following compulsory training must be completed as and when convenient but must be within 2 years of appointment to the Board of Trustees:

- Refresh of Data protection training
- Refresh of OSCR guidance
- Any other identified training as agreed or requested by the Chair of the Board

Times and commitment

- Board Meetings – Every 6 weeks for 2 hours during the evening
- Appropriate time to read and study all papers and reports in advance of meetings
- To lead/attend sub-committee meetings as appropriate
- To support staff within certain operational areas such as recruitment, conflict management or finance
- depending on agreed individual Trustee responsibilities
- Yearly AGM (Annual General Meeting) attendance
- Time to time attendance at national or area conferences or meetings
- Training on a range of subjects including governance

Highland Community Care Forum is a Company Limited by Guarantee.

Registered in Scotland No: 136997. Scottish Charity No: SC020501. Registered Office: 1 Bellfield Drive, North Kessock, IV1 3XT

What we ask from Trustees:

- To respect the confidentiality of the service we provide
- To be honest, open, and respectful towards others
- To attend all compulsory Training
- To attend at least 80% of all Board Meetings over the course of the year
- To actively contribute to good governance
- To always adhere to HCCF Volunteer Policies and codes of good practice

What we offer in return:

Whilst being a Trustee is a real commitment and does take up some of your spare time, it's also hugely rewarding. Getting involved means that you can use your time and skills to make a real and positive contribution to adult and young Carers in Highland. This is a particularly exciting time to join us as the service expands and develops and you can join us to continue the growth.

You'll be part of a team who are all committed to helping HCCF make a difference to the lives of unpaid Carers that we support. We all have something different to offer – whether your skills are in accounting, marketing, fundraising, HR, PR, working with unpaid Carers, or you are an unpaid Carer yourself, you can help us in the work of HCCF to support unpaid Carers and assist them to have the best life possible alongside their caring role.

As a Trustee you will not be dealing with Carers yourself directly nor will you be involved in the operational side of things, so it is not essential to be knowledgeable in that regard – we are looking for people with a different range of skills to help with governance. If you believe in our ethos, you can help and make a difference. The initial training and induction will be thorough and will enable you to be more confident and knowledgeable about the impacts of caring on both adults and children and young people – so do not worry if you do not have any experience at all in this area.

As well as the induction and training that HCCF offers you will also be able to take part in training offered by national and local organisations so there are opportunities to further develop your skills.

HCCF genuinely believes in valuing those that volunteer for us. Without the commitment of our volunteers our service would not be able to offer the breath of support that we currently do. How we support and recognise the contribution that volunteers make to the organisation has been recently demonstrated by being awarded the Volunteer Friendly Award.

All our volunteers have access to the free and confidential services delivered by health Assured, the organisations Volunteer/Employee Assistance Programme provider.

There is a wonderful team of staff and volunteers at HCCF and so much progress has been made already – but we still have so much to do. Please read the person spec and if you believe in what we are working towards, have some spare time, some skills to give and are open to learning more, then please think about joining us.

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Trustee Person Specification

Criteria	Essential	Desirable
Knowledge & Understanding	<ul style="list-style-type: none"> • A commitment to an understanding of unpaid caring in the community • Shared value base with HCCF & commitment to our aims 	<ul style="list-style-type: none"> • Understanding of impact of caring on adults and/or children and young people
Experience		<ul style="list-style-type: none"> • Finance • HR • PR • Governance • Third Sector • IT • Fundraising/grants/Trusts • Business Development • Unpaid Carer
Skills & Abilities	<ul style="list-style-type: none"> • Good leadership skills • Excellent communication and interpersonal skills • Impartiality and fairness and recognition of any conflicts of interest while carrying out the duties. • Ability to respect confidential nature of the service 	<ul style="list-style-type: none"> • Ability to work as part of a small team of Trustees
Qualifications	<ul style="list-style-type: none"> • Value base, skills, experience, and personal qualities more important than formal qualifications 	
Other	<ul style="list-style-type: none"> • A willingness to learn • Person centred approach • Reliability and commitment • Commitment to attending required training 	