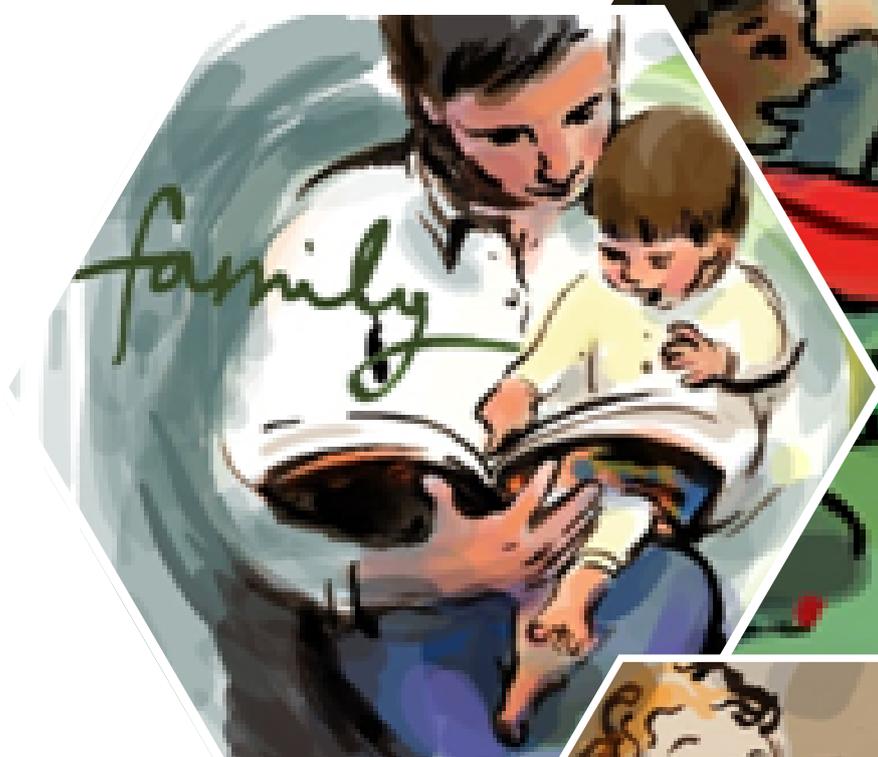


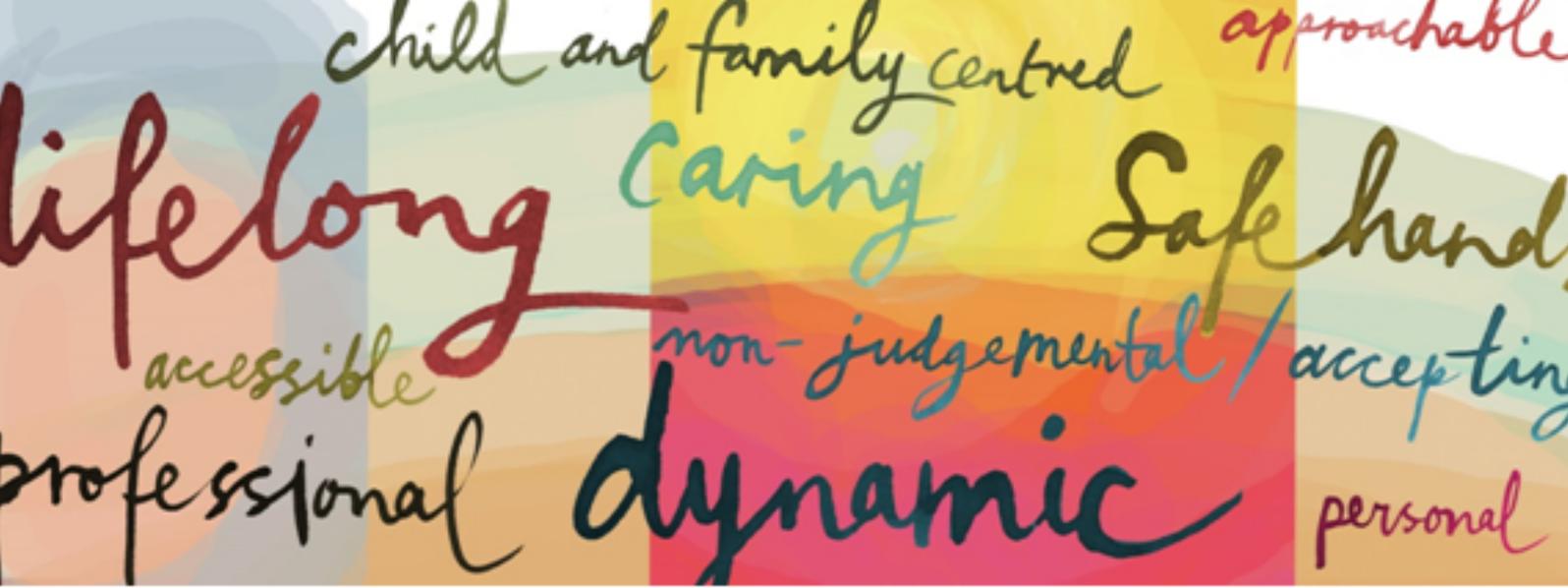
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# Trustee Recruitment Pack

October 2021

[www.scottishadoption.org.uk](http://www.scottishadoption.org.uk)



## **Introduction from our Chair**

Thank you for taking the time to read our recruitment pack. I have been privileged to hold the position of Chair of the Board of Trustees at Scottish Adoption since November 2015.

Scottish Adoption is a great Agency to be connected with. We are totally committed to delivering high quality services and have a reputation for innovation and excellence.

As a Trustee you will have the opportunity to join a very able and expert Board of Trustees, each of whom has a strong personal or professional connection to adoption. You will also be able to work closely with a highly skilled and committed staff team led by Margaret Moyes, our Chief Executive.

Scottish Adoption is rightly ambitious. Adoption can make an enormous difference to the lives of children. That's what makes this position so rewarding. I hope you'll consider putting yourself forward.

*Hugo Allan*

## **About Scottish Adoption**

Scottish Adoption delivers high quality placement and adoption support services. The bulk of our services are delivered across Edinburgh and the Lothians, although we work with Local Authorities from across Scotland and other parts of the UK.

We are an ambitious organisation with strong governance. In recent years we have undertaken a journey of incremental growth, combined with launching a number of adoption support initiatives including our sector leading Adoption Therapy Centre for Children.

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## **Our People & Families**

Our biggest strength is without doubt our people. Our team are all professionally qualified staff with specific experience in adoption and our current Board have lived experience of adoption as well as range of skills.

[Meet our Board of Trustees](#)

[Meet our Staff Team](#)

We make a commitment to all our adoptive families that we will look after them every step of the way and maintain a long-term support relationship with them.

[Read some of the stories from people who have used our services.](#)

## **Our Rating**

All Adoption Agencies are registered and inspected each year by the independent Care Inspectorate. They graded Scottish Adoption Excellent and said *"We found the service committed to the provision of an extensive breadth of supports to adoptive families, from the point of initial inquiry and throughout their adoption journey, which are needs led and of excellent quality. These very comprehensive supports were provided by a highly skilled, enthusiastic and motivated workforce"*.

[Read the full report](#)

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## The Role of a Trustee

- ensure the organisation applies its resources exclusively in pursuing its objectives
- contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation and the proper investment of the organisation's funds
- protect and manage the property of the organisation
- attend meetings and read papers in advance of meetings
- participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- keep informed about the activities of the organisation and wider issues which affect its work

In addition to the general duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.



## Qualities

- commitment to the organisation
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time
- ability to take decisions for the good of the organisation
- good communication skills
- willingness to speak one's mind and listen to the views of others
- an ability to work effectively as a member of a team
- understanding of the legal responsibilities and liabilities of a Trustee



## Person Profile

We have a number of vacancies on our Board and we would love to hear from individuals with leadership expertise, experience and skills in the following areas:

- Social work
- Fundraising and income generation
- Communications and marketing
- Ability to offer strategic decision and guidance

## Time Commitment

The main Board meets four times a year and members may be asked to support our sub groups as required. The initial appointment is for a 3 year term with the opportunity for reappointment.

## Remuneration

The role is a voluntary one but reasonable expenses can be paid.

## Application Process

If you would like to apply please email a short supporting statement describing your motivation for this role and how you believe your skills and experience match the role along with your CV to [margaretmoyes@scottishadoption.org](mailto:margaretmoyes@scottishadoption.org)

We will be reviewing all applications and inviting applicants to attend virtual interviews with Board representatives and our Chief Executive.

Please note that all potential Trustees will have to complete a satisfactory Disclosure Scotland Check.

If you'd like to talk informally about your interest in the role, please contact [margaretmoyes@scottishadoption.org](mailto:margaretmoyes@scottishadoption.org) to arrange a suitable time for a discussion.

