The Braveheart Association

Management Board Member Application pack

**1. Introduction**

The Braveheart Association is a SCIO (Scottish Charitable Incorporated Organisation) governed by a Board of Trustees. The Board is currently seeking to recruit new Trustees with the relevant experience and skills to ensure the organisation continues to develop and provide high quality services and be sustained long term.

Braveheart aims to promote health and wellbeing by providing a framework of active support and encouragement for adults with long term conditions (such as Coronary Heart Disease and Type 2 Diabetes) and for those at risk of developing chronic health conditions.

Our objectives are:

* To improve health, particularly in older adults
* To encourage people to take responsibility for sustaining and improving their own health
* To reduce inequalities in health
* To promote healthy living within our communities

We encourage applications from individuals with a variety of different experiences and backgrounds. Office bearer positions may be available for suitable candidates. We are therefore looking for individuals with skills and experience in one or more of the following key areas:

\*Individuals with proven leadership skills, particularly, but not exclusively, within the voluntary/charity sector

\*Individuals who have worked or are working in a senior role in the voluntary, public or private sector

\*Individuals with strategic planning, social enterprise, marketing or human resource management experience

\*Individuals with experience in fundraising

\*Individuals who have experience of the community health sector

\* Individuals with a good understanding of current legal, governance and strategic finance matters, particularly in the voluntary or charity sector

As a Board member you will be expected to act in the interests of the Association and you will have oversight and responsibility for all aspects of Braveheart governance and strategy.

Braveheart is committed to equality of opportunity in all aspects of our work and members will be appointed on merit. We welcome applications from people who will bring diversity to our Board of Trustees.

Further information can be viewed on the Braveheart website at www.braveheart.uk.net

**Application Deadline: Wednesday 17th September 2014**

**2. Job Description of a Board Member**

Statutory duties of board/committee members (based upon the Office of the Scottish Charity Regulator (OSCR) guide – Guidance for Charity Trustees):

1. Ensuring the organisation complies with its governing document, charity law and any other relevant legislation or regulations
2. Ensuring the organisation pursues its objects as defined in its governing document
3. Ensuring the organisation uses its resources exclusively in pursuance of its objects
4. Contributing actively to the Committee members role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluation performance against agreed targets
5. Ensuring the effective and efficient administration of the organisation
6. Ensuring the financial stability of the organisation
7. Safeguard the good name and values of the organisation

Other duties

* Contribute to setting the vision and strategy for Braveheart.
* To oversee the fundraising strategy and ensure good financial planning.
* To manage, safeguard and protect the assets and resources of Braveheart and ensure that they are used only for the purposes set out in the memorandum and articles of association.
* To recruit, appoint and oversee the management of any staff and ensure compliance with best employment practice.
* To oversee the development and delivery of Braveheart’s business plan including monitoring and learning from the delivery of objectives and activities.
* To promote a culture of evaluation and learning within Braveheart and with its stakeholders.
* To manage and safeguard the reputation of Braveheart and oversee the strategy for external relations and stakeholder relations.
* To ensure a commitment to equalities throughout policy and practice of Braveheart.

**3. Trustee recruitment process**

It is the responsibility of the Board members to appoint new members. We do this by advertising openly. We then draw up a shortlist of potential members from the applications received and a panel of existing members will conduct a semi-formal interview (more than a chat but less than a job interview).

We’ll do all of this by looking at applicants’ skills and experience in relation to the person specification (section 5 below).

The Board normally appoints its new members at the AGM which, this year, is to be held on 10th October 2014, however, individuals can also be can be co-opted at any time. Elected Board Members shall ordinarily serve two years unless an agreement for exemption is granted by the Association members at the appropriate AGM.

**4. Committee Member Person Specification – what we are looking for**

The Braveheart Board is seeking individuals with the following general skills and qualities:

1. Commitment to the organisation’s aims and objectives
2. Willingness to devote the necessary time and effort
3. Understanding and acceptance of the roles and responsibilities of Board members of a voluntary organisation and of good governance.
4. Ability to think creatively and openness to new ideas
5. Understanding of the challenges the voluntary sector currently faces

1. Ability to offer a positive and supportive contribution to the organisation
2. Ability to work effectively as a member of a team
3. Strategic vision

The Board also wants to ensure a balance of members with more specific experience and knowledge related to the work of Braveheart. Therefore we aim to ensure that the Board as a whole contains members who have:

* A current post working for a voluntary or community based organisation/ community health programme
* A strong understanding of evaluation processes or
* A strong understanding of charity accounting

Other requirements

You must be over 18 years and live in the United Kingdom

We are unable to consider applications from individuals who would be disqualified from being a committee member by the Companies Act or the Charity Act including anyone who has been convicted of a crime of deception or dishonesty unless the conviction is spent.

**5. Time commitment**

The time and frequency of Board meetings is reviewed annually. Presently, the Board meets every 6-8 weeks. Papers are usually sent out a week in advance.

As well as preparing for and attending Board meetings you may take on additional responsibilities, for example, you may choose to become a lead member for a short life piece of work. This additional time commitment is not normally onerous and involves occasional meetings and phone or email contact with Braveheart staff.

**6. Expenses**

Board members are not paid for their duties, however, the cost of travel to and from meetings and other Braveheart events can be claimed. Additional administration costs (such as the cost of printing papers) can be reimbursed in agreement with the Manager.

**7. How to apply**

If you are interested in joining the Braveheart Management Board, you should complete the following documents:

* The Committee member application form
* The equal opportunities monitoring form (this does not form part of the selection process)

We will read your application carefully and will invite people who have the skills and qualities we are looking for to meet us for an **informal interview** to discuss your application and answer your questions. Please tell us if you have any specific needs that we should take account of.

Please email your application to [anne.black1@nhs.net](mailto:anne.black1@nhs.net) with ‘Board member application’ in the e-mail header. If you email your application and we invite you to informal interview we’ll ask you to sign the application at the interview.

Alternatively, please post your application to The Braveheart Association, Falkirk Community Hospital, Majors Loan, Falkirk, FK1 5QE

If you have any questions please contact Anne Black, Braveheart Manager, by email or by calling 01324 673707.

The Braveheart Association

Board Member Application Form

**Name**

**Address**

**Contact phone**

**number**

**Email**

**Previous**

**forenames (if any)**

**Previous**

**surname (if any)**

**Nationality**

**Date of birth**

**Supporting statement**

Please provide a **brief** summary of your relevant experience and skills. In particular please tell us about your:

1. Experience of working as part of a Management Committee/Board.
2. Understanding of the roles and responsibilities of Board/Committee members of a voluntary organisation and of good governance.
3. Understanding of the current challenges the voluntary sector faces

Please tell us if you have:

* A current job working in a senior role in a voluntary, public or private organisation OR
* A current job working for a voluntary or community based organisation OR
* A strong understanding of a key relevant area such as: business planning, social enterprise, evaluation, charity fundraising, finance, HR etc.

**Referees**

Please give the names and contact details below of two people who could provide a reference.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Phone no:** | **Phone no:** |
| **Email:** | **Email:** |
| **Relationship:** | **Relationship:** |

# Declaration

I declare that to the best of my knowledge the information contained in this form is accurate and true.

I declare that I have not been disqualified from being a company director or charity trustee under Company or Charity law and I do not have an unspent conviction of a crime of deception or dishonesty.

**Signed**

**Date**

Equal Opportunities

**Monitoring Form**

Braveheart is committed to equal opportunities.

We collect information about all our staff and trustees to help us monitor our equalities practice. Please help by completing this form.

*Please note: This page will be separated from your application form and will not be seen by the selection panel.*

1. How would you describe your ethnic origin?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Are you:  Female  3. What age group are you? Please tick/check one   |  |  |  |  | | --- | --- | --- | --- | | 20-29  40-49  60 or over |  | 30-39  50-59 |  | |

4. Are you disabled?

5. Please outline any access requirements you have.