

Skills Exchange SCIO

# Recruitment of Trustees to join the Board



## Become a Skills Exchange Trustee – a life-changing opportunity

**Skills Exchange SCIO is an employment and education charity, taking action to transform lives throughout South Lanarkshire. We have our main centre in East Kilbride and we also deliver from community venues across South Lanarkshire. We are a Living Wage Employer, Disability Confident Employer and SQA Approved Centre.**

The current Board of Trustees are seeking volunteer Trustees to help us on our journey of transforming young lives. Do you understand the challenges facing young people at this time, could you help us to develop both our contacts and strategy, do you have experience in the charity or educational sectors or business experience and want to make a difference?

If you've got the ideas, we want you as a Trustee. Come and help us help young and old alike on their employability journey.

Here's an outline of the role – but if you'd rather just speak to someone about this opportunity then don't hesitate to contact any one of us, our details are below.

### Skills Exchange SCIO – Our Aims

**The charitable purposes of Skills Exchange SCIO are:**

1. To advance education by assisting individuals who through their social, personal or economic circumstances are in need of and unable to gain employment; by providing them with worthwhile and realistic advice, support, training and work experience to develop their skills and ability to find and sustain work and earn a living; to develop their life and social skills with a view to becoming responsible citizens; to help them achieve their full potential.
2. To provide relief to those in need by reason of age, ill-health, disability, financial hardship or other disadvantages by the provision of support, advice, training and skills development, especially such skills as will assist with obtaining paid employment.

**Our Aims are to:**

- expand horizons
- realise potential
- develop self-worth
- support people in a nurturing and caring environment
- encourage and empower young people
- provide individualised support and needs-led provision

### Skills Exchange SCIO Trustees

The Trustees have trustee responsibilities as defined by OSCR, the Office of the Scottish Charity Regulator. This means that our responsibilities include ensuring that the charity remains true to its purpose, that the finances are sufficient and that the governance arrangements are sound. In doing this we have an oversight role over all aspects of the Charity's life and work, and we have to ensure that the focus is on our strategic objectives.

## The Vacancies

There is an opportunity to become one of the Trustees of the Charity as we have 2 or potentially 3 vacancies for the right applicants. You will be joining a dynamic and motivated team with widely varying experience who are all very committed and actively engaged in the work of the Charity.

## Person specification

You will be using your personal and professional skills, experience and gifts.

You will help the Trustees to take sound decisions. You need to be able to absorb incoming information, whether written or oral, ask questions and have the confidence to share your ideas and participate in discussion.

Many areas of the life and work of the Charity are changing and it is a challenging time post pandemic. As a Trustee you will have an oversight role and help set our future direction. You need to be alert to what is happening across the employability support sector and be willing, sensitively, to contribute to making positive change.

The Charity has to manage its money well. Mostly it relies on seeking contracts and grants. Whilst we do have adequate reserves to meet our current needs we have been eroding the reserves with the result that exploring new ways of fundraising and growth are at the top of our agenda.

You will want to be able to take an interest in the Charity's staff and training activities. Mostly funded by local authorities, grants and others who commission our services, which are wide-ranging, we are constantly exploring new opportunities. You will be bringing your perspective and your experience of life and work whether it be in the not for profit, public or private sector.

## Time commitment

Being a Trustee does take time. It is rewarding, but you have to be able to read papers before meetings and to attend meetings during the day (some of which are on-line to minimise inconvenience and cost whilst saving your valuable time) normally four or five times a year. Many of our recent meetings have been less than 2 hours long on Microsoft Teams video meeting platform but we anticipate taking a hybrid approach with occasional "face to face" when we can also meet with some of the staff, volunteers and those we are here to help. As is usual with 'non-exec' roles like this there are opportunities to get further involved with both the work and the people if you wish.



## Preparation and support

An Induction session will be held and fellow Trustees will help newcomers get up to speed. The Board currently consists of the Chief Executive of Skills Exchange SCIO with two Trustees, the Chief Officer of the Church of Scotland and the Head of People and Organisational Development with the Scottish Fire and Rescue Service. A third Trustee will be leaving following the recruitment of new Trustees.

## Remuneration

All of us make a commitment to give a small amount of our time, talents and money to the work of the Charity and this role is unpaid.

## Eligibility

We would be happy to hear from anyone with the sort of skills and experience that they believe can make a difference. A Basic Disclosure check is required from Disclosure Scotland as a trustee is viewed as holding a leadership role in a position of trust.

## Equal Opportunities

We welcome applications from all suitably qualified and eligible candidates. Our Trustees are keen to achieve appropriate diversity.

## Contacts

If you would like to talk through any aspect of the role of a Trustee, please contact any of the people below and we would be delighted to have a discussion with you.

Dave Kendall: Chairman of Skills Exchange Trustee Board

[DKendall@churchofscotland.org.uk](mailto:DKendall@churchofscotland.org.uk)

Lyndsey Gaja: Administrative Trustee of Skills Exchange Trustee Board

[Lyndsey.Gaja@firescotland.gov.uk](mailto:Lyndsey.Gaja@firescotland.gov.uk)

Ann McCracken: CEO Skills Exchange

[ann@skillscio.org](mailto:ann@skillscio.org)

Phone: 07384 816570



## How to Apply

Please provide a tailored CV and covering letter outlining why the role of Skills Exchange SCIO Trustee interests you and how your gifts would add to and complement our current group.

These should be returned to: [ann@skillscio.org](mailto:ann@skillscio.org)

These must reach us by the closing date of 12 noon, Monday 12th December 2022. We will contact applicants in December 2022 with a view to filling our vacancies by January 2023.