



## The Scottish Centre for Children with Motor Impairments

### Board Trustee (Non-Executive Director)

### Recruitment Application Pack

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<b>Role:</b>	<b>Board Trustee (Non-Executive Director)</b>
<b>Responsible To:</b>	The Scottish Centre for Children with Motor Impairments (SCCMI)
<b>Time Commitment:</b>	<p>Attending 4 x Board Meetings per year. Attending 1 x Annual General Meeting per year.</p> <p><i>Meetings are held in person on a Thursday from 1:30pm – 3:30pm at Craighalbert Centre, 1 Craighalbert Way, Cumbernauld, G68 0LS, with remote attendance available where required.</i></p> <p><i>Approximately 4 hours per month Trustee business in support of the Centre</i></p>
<b>Terms of Office:</b>	Trustees are appointed for a 3-year term of office, with renewal for up to two further 3-year terms to a maximum of 9-years.
<b>Salary:</b>	<p>Unpaid (voluntary role)</p> <p><i>Reasonable travel and subsistence expenses can be reimbursed.</i></p>
<b>Start Date:</b>	The appointee is expected to take up the post as soon as possible.

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#### **Who are we?**

The SCCMI is one of only seven Scottish Government funded Grant Aided Special Schools. The Centre includes an independent school for children and young people with additional support needs, nursery services and inreach/ outreach learning and therapeutic services that support families and practitioners throughout Scotland. The children and young people attending the school and nursery experience complex health and learning needs. Families supported through inreach/ outreach services are affected by a broad range of disability impacting on motor function and learning. Our aim is simple; to support children, young people, and their families to attain and maintain the highest level of holistic well-being possible. Our ethos is to get it right for every child helping children and young people gain the knowledge, skills and attributes needed for life in the 21st century.



### **Trustee: Role Overview**

Our trustees play a vital role in making sure that the SCCMI achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the SCCMI has a clear strategy and that our work and goals are in line with our vision.

Just as importantly, they support and challenge the executive team to enable the SCCMI to grow and thrive, and through this, achieve our mission to enable all children/young people with motor learning difficulties throughout Scotland to develop their cognitive, psychomotor abilities, and life skills to improve the quality of their lives and achieve their maximum level of independence.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### **Trustee: Responsibilities and Requirements**

- Support and provide advice on the SCCMI's purpose, vision, goals, and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee the SCCMI's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Review and approve the SCCMI's financial statements.
- Provide support and challenge to the SCCMI's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the SCCMI's operating environment.
- Contribute to regular reviews of the SCCMI's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the SCCMI's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the SCCMI's objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.
- There may be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.



### **Trustee: Person Specification**

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board, with a good understanding of the issues affecting the children and families we support.

We are particularly keen to hear from anyone with experience in finance.

You do not need previous governance experience – we will provide a full induction and training.

<b>Behaviours &amp; Capability</b>	<b>Essential (E) Preferred (P)</b>
Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.	<b>E</b>
Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.	<b>E</b>
Effective communication skills and willingness to participate actively in discussion.	<b>E</b>
A strong personal commitment to equity, diversity, and inclusion.	<b>E</b>
Enthusiasm for our vision and mission.	<b>E</b>
Willingness to lead according to our Centre values: Child-Centred, Ambitious, Kind, Collaborative, Inspirational.	<b>E</b>
Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.	<b>E</b>

<b>Qualifications, Skills &amp; Experience</b>	<b>Essential (E) Preferred (P)</b>
Qualifications or experience in the following areas would be desirable but not essential: Finance, accounts, auditing or bookkeeping.	<b>P</b>



## **How to Apply**

### **1<sup>st</sup> Stage:**

Applicants should submit a CV by email to [HR@craighalbert.org.uk](mailto:HR@craighalbert.org.uk), together with a note of interest of no more than 250 words outlining why they are interested in volunteering as a Board Trustee for the SCCMI.

Suitable applicants will be invited to visit the Centre which will involve an informal chat with the CEO/Secretary and the Chair of the Board.

### **2<sup>nd</sup> Stage:**

Successful applicants will be invited to attend a Board meeting, to gain greater insight into the organisation and to meet the team.

### **3<sup>rd</sup> Stage:**

Successful applicants will be elected on to the Board of Directors at our next AGM.

**The closing date for applications is Monday 24<sup>th</sup> June 2024**

### **Notes:**

1. Notwithstanding any information or statement described within this volunteer role profile, all duties must be carried out in a way that promotes equality of opportunity, dignity, and respect for all individuals and which is consistent with the SCCMI's stated equal opportunities policy.
2. The successful appointee will be subject to PVG Scheme Membership. Having previous convictions will not automatically disbar you from working at the SCCMI (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.