Charity Leadership Scotland

Trustee Candidate Information Pack

November 2026

Welcome from the Chair

Thank you for your interest in joining our Board of Trustees.

Charity Leadership Scotland exists to champion, connect, and equip charity leaders across Scotland. At a time of significant challenge for charity leaders, our role has never been more important in this next chapter of our organisation's journey.

We would encourage all members to consider applying, particularly those in our Aspiring Leader membership. We also warmly welcome applications from members from underrepresented groups and those with lived experience of inequality. We recognise the importance of ensuring that our Board reflects the diversity of the voluntary sector and the communities it serves, and that a range of voices, perspectives, and experiences help shape our direction and decision-making.

Our Board plays a vital role in providing strong governance, strategic direction, and financial stewardship, while also acting as ambassadors for our work and values. We are looking for people who bring sound judgement, curiosity, collaboration, and a commitment to inclusive leadership.

Whether you are an experienced trustee or considering your first Board role, we welcome applications from candidates with diverse professional and personal backgrounds who share our ambition and purpose. We believe a broad range of perspectives makes us better equipped to serve our members.

On behalf of the Board, thank you for considering this opportunity. We hope this recruitment pack gives you a sense of our vision, culture, and aspirations, and we look forward to hearing from you.

With best wishes,



Gail Burden
Chair of the Board of Trustees

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About Charity Leadership Scotland

Who We Are

Formerly ACOSVO, Charity Leadership Scotland is the home of Scotland's voluntary sector leaders. We are a vibrant, values-driven community, shaping the nation's future. With approximately 600 members from local charities to national organisations, we connect the people driving meaningful change and purposeful leadership.

Building on 25 years of leadership, connection, and impact.

We exist to connect, support, and develop people in leadership roles, helping them to lead with confidence, resilience, and impact in a rapidly changing environment.

Our members include charity Chief Executives, Chairs, Vice-Chairs and Aspiring Leaders from organisations of all sizes and causes across Scotland. Together, they form a collaborative and influential network committed to strengthening the voluntary sector and the communities it serves.

What We Do

We believe strong, inclusive, and connected leadership is essential to a resilient and impactful voluntary sector, and we work to strengthen leadership through learning, support, and sector engagement.

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What We Do (cont.)

Leadership can often feel isolating. We create spaces where charity leaders can connect, share experiences, and support one another through trusted peer networks and communities. Our networks bring together leaders from across sectors, geographies, and lived experiences to encourage collaboration, innovation, and mutual support. We convene conversations on the opportunities and challenges and believe strong leadership is essential to a thriving voluntary sector.

Our Vision, Mission, and Values

VISION
Charity Leadership in Scotland is influential, resilient, and trusted

MISSION
To bring leaders together and develop deep relationships, providing support and challenge to help create change.

VALUES
Courageous, Collaborative, Inclusive, Authentic, Open to Challenge

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Our Community

Today, Charity Leadership Scotland supports a network of leaders across Scotland through membership, partnerships, learning, and peer support. Together, we are building a stronger, more resilient, and more connected voluntary sector.

"Helps you feel you're normal. It's quite a relief. It helps me realise the challenges I have are not about me, others are facing similar"

- First Year in Post participant

The Role of Charity Leadership Scotland's Board

Trustees have a duty, individually and as members of a Board, to always act in the best interests of the organisation, with a commitment to promotion and support of the organisation. All Trustees are equally responsible in law for the Board's actions and decisions and have equal status as Trustees.

Board members are expected to act as ambassadors for the organisation with members, key partners, and stakeholders, and act as a spokesperson as appropriate in partnership with the CEO, SLT, and other Board members. You can find out more about our Trustees on our website.

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Trustee Recruitment

We are seeking up to two new Trustees from our membership to join our Board and help guide the next stage of our organisation's development. We're especially keen to hear from Aspiring Leaders.

We welcome applications from first-time Trustees as well as those with previous Board experience. Above all, we are looking for members who share our commitment to our purpose.

We want to lead by example, and as such, we are particularly interested in seeing applications from underrepresented groups and those with lived experience of inequality. All applications are treated with fairness and equity.

What You Gain

Charity leadership Scotland is at the forefront of driving change within our sector and wider society. You'll be joining an active and experienced Board of Trustees who are passionate about what we do. You will have a real opportunity to help shape the strategic direction of our organisation and contribute to the change we are striving to make.

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What You Gain (cont.)

We will provide you with full training and support you to build your understanding of our sector. Being a Trustee is also a great opportunity to:

- Develop leadership and governance skills
- Gain experience in finance and strategic planning
- Learn from new perspectives and be inspired by the work of the charity sector

Trustee Role Description

Trustees are collectively responsible for setting the strategic direction of the organisation, safeguarding its values, and ensuring it complies with legal and regulatory obligations while delivering impact for members.

Key Responsibilities:

- Ensure that the organisation pursues its objects as set out in the Articles of Association
- Act always in the interests of the charity and beneficiaries, which are its members
- Ensure the organisation meets legal and compliance requirements
- Ensure that all money and assets are prudently managed ensuring financial stability and solvency of the organisation
- Ensure the effective and efficient administration of the organisation
- Ensure that the Board takes proper professional advice on matters it considers appropriate

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Key Responsibilities (cont.):

- Regularly assess the operating environment to ensure it remains relevant to contemporary society, captures key opportunities, and mitigates significant risks
- Influence and evolve the organisation's vision and strategy, in conjunction with the staff team

Vision and Direction

- Understand and be committed to the mission of Charity Leadership Scotland
- Consulting, setting, and agreeing a strategic vision, plan, culture, and values for the organisation with the CEO/SLT
- Championing the organisation, its culture, purpose, and members, by demonstrating the organisation's values
- Bringing impartiality and objectivity to decision-making

Financial Duties

- Read and understand the financial information about Charity Leadership Scotland and to ensure the finances are sound and properly managed
- Ensure that resources are used efficiently and economically

As an Employer

- Ensure that the organisation is a good employer of its paid and voluntary staff
- Appoint the Chief Executive and support the appointment of other senior staff

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Evaluation

- Monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from staff and receiving feedback from members

Insurance

- Make sure that Charity Leadership Scotland is properly insured against all reasonable liabilities

Assets

- Make sure that any premises and equipment are properly looked after
- Ensure that any investments and cash balances are managed properly

To be Effective

- Work with the other Trustees to form an effective governing body for the organisation
- Attend meetings and read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other tasks from time to time, such as interviewing new staff
- Keep informed about the activities of the organisation and wider issues, which affect its work
- Ensure that the organisation is effectively managed and gets its work done
- Ensure good governance, financial probity, and strong risk management
- Giving direction to the Board's policy making
- Monitoring that decisions taken at meetings are implemented

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Person Specification - *the skills, experience, and qualities that are expected from Trustees*

- A commitment to Charity Leadership Scotland's aims and objectives
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Embodying and championing the Nolan principles: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement.

Time Commitment

We appreciate for many of our Trustees, they fit volunteering around busy work and home schedules. Overall, the time commitment is expected to be approximately 40 hours per year, including preparation for meetings.

All Trustees are expected to attend 4 x 3 hours Board meetings a year, 2 in-person in Edinburgh and 2 remote.

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Time Commitment (cont.)

Being a Trustee at Charity Leadership Scotland is more than just turning up to a few Board meetings, as it is your skills, passion, and experience that brings value to the organisation. Therefore, we also ask that Trustees engage with staff and attend events or meetings as required.

How to Apply

Please send a CV and covering letter to lucinda@charityleadership.scot

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in the in the role of Trustee at Charity Leadership Scotland?
- How can you contribute to Charity Leadership Scotland as a Trustee? Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in this Trustee Candidate Information Pack.

The closing date for applications is **Friday, 5 December at 5pm**. We recognise that AI can be a helpful tool, but please use it with care and ensure your application is accurate, personal, and genuinely reflects you.

Interviews for shortlisted candidates 15 and 16 December AM in Edinburgh. If this isn't suitable for candidates we can offer limited flexibility on the date. For an informal discussion about the role, please contact Martin Crewe, Vice Chair, Charity Leadership Scotland, martincrewe6@gmail.com.

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How to Apply (cont.)

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We are proud to be a Disability Confident Employer, and we apply the principles of the scheme across our wider recruitment practices, including Trustee and volunteer recruitment. This means we are committed to ensuring that disabled candidates are supported to participate fully in our selection processes, and that appropriate adjustments are made where needed.

We are committed to making our recruitment processes accessible and inclusive. If you require any adjustments at any stage of the application or selection process, please let us know and we will work with you to ensure you can participate on an equal basis. This may include changes to format, timing, communication methods, or interview arrangements.

We take your privacy seriously. Any personal data, including information provided to support reasonable adjustments, will be processed in accordance with our Privacy Policy.