

## **JOB DESCRIPTION:**

### **Young Trustee- Clackmannanshire Third Sector Interface**

Clackmannanshire Third Sector Interface (CTSI) is seeking a committed Young Trustee to join the Board of Trustees to support its important work to promote volunteering; the governance and operational support and activities of its third sector members, and development of social enterprises in the Clackmannanshire area.

The Board is seeking to develop and support a younger person with a genuine interest in the third sector and community development in understanding the operational aspects of running a charity and learn about the wider benefits of the third sector. This will help develop skills and knowledge in business and strategic planning; community planning and national policy work; HR and risk management.

#### **Clackmannanshire Third Sector Interface (CTSI)**

CTSI was set up in 2011 and is funded by Scottish Government to support the third sector locally. The charity has some key national objectives are set out by Scottish Government which were reviewed and now include clear direction that they play a more significant role as 'agents of change' within local authority areas in the future. CTSI currently has ten employees and is based in Alloa town centre. It supports hundreds of charities, voluntary groups and social enterprises in the county and across Forth Valley.

The role is one that will be rewarding, interesting and varied for anyone keen to support the wider third sector in the local community and benefit Clackmannanshire and its residents.

Currently the Board of Trustees meet four times a year, normally for no more than two hours, during working hours. There is also an AGM once a year. Trustees can be either from a member organisation or be a co-opted member in position for up to three years, with a one year extension if required. If the person is a representative of a local third sector organisation and as such, a member of CTSI, then they can hold the position for up to six years in total. It is not required that the person is living in Clackmannanshire but it is hoped they have a genuine desire to help its communities and third sector activities. Expenses can be provided if required.

### **Other responsibilities**

- To determine the overall direction and development of CTSI through good governance and clear strategic planning.
- To assist as part of the Board in achieving the objectives of the strategic plan.
- To participate in Board project subgroups as required.
- A good understanding of CTSI's work, an ability to monitor and provide input to progress with a task.
- Strategically assess where a task fits into the overall organisation strategy and to work with CTSI staff to ensure the agreed outcome.
- Contributing knowledge from own experiences to help implement CTSI's strategies.
- Understand risk assessment required working with CTSI's strategies.
- Support and encourage as part of the Board in their work and to design and facilitate the organisation's approach to achieving strategic objectives.
- Be an active champion of the organisation.
- Build relationships and rapport between Board and staff. Supporting and motivating all staff, recognising exceptional work which goes over and above expectations.
- Encourage and support CTSI's values and culture.
- Attendance at Board meetings and the AGM

### **Qualities of a director the role aims to develop:**

- A working knowledge and understanding of the Scottish Governance Code for the Third Sector, an understanding of good governance, OSCR, Companies House requirements, relevant legislation, and statutory requirements.
- An understanding of the challenges facing small charities in maximising income streams, maintaining sustainability, and developing new business.
- An understanding of CTSI's constitution.
- Excellent written and verbal communication skills.
- Knowledge of the local voluntary sector.

### **Time commitment and location**

- The board meets at least 4 times a year plus the AGM. All Directors must either be or become members CTSI. Papers for the Board will be issued one week before the meeting.
- You may be asked to be a member of a sub-committee which will meet as often as required to achieve the agreed outcome.

For an informal discussion on the role, please contact Anthea Coulter, Chief Officer & Business Manager on 07977142605 or email for more information or to meet to discuss the role at [anthea.coulter@ctsi.org.uk](mailto:anthea.coulter@ctsi.org.uk).

This post is exempt from the Rehabilitation of Offenders Act 1974 by the (Exclusions & Exceptions) (Scotland) Order 2003 as such appointment will be subject to a satisfactory Enhanced Disclosures.

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**Registration Details:**  
Charity No: SC042543  
Company No: SC396838

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