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# Trustee Vacancies

Thank you for taking an interest in The Royal Society for the Support of Women of Scotland. The following information is to help you decide if you are eligible and willing to become a Member and Trustee of the Society.

# Structure:

The Society is a Registered Scottish Charity, no. SC016095, operating throughout Scotland with the purpose of providing financial support to single women over the age of 50 who struggle with financial hardship. The Society operates from 14 Rutland Square in Edinburgh, from offices it acquired in 1909. A small staff team based in Edinburgh works alongside caseworkers based around Scotland.

The Society is a Royal Charter company. Formerly *The Society for the Relief of Indigent Gentlewomen of Scotland*, it received its first Royal Charter in 1930, and a Supplementary Charter in 2015, at which time it became *The Royal Society for the Support of Women of Scotland*.

Under our Charter, the members of General Committee of Management (“the General Committee”) are the Members of the Society and comprise its charitable trustees. The Committee must comprise between 10 and 17 Members with, as far as possible, a balance in numbers between Members living or working in the East and West of Scotland. Members are not remunerated, but please note that expenses incurred travelling to meetings are reimbursed.

The General Committee meets 4 times each year, usually alternately at venues in Edinburgh and Glasgow; one of these meetings including its Annual General Meeting. General Committee meetings are held on Friday mornings. There are also currently two sub-committees which meet periodically in Edinburgh, and it is possible that successful candidates would be invited to join one of these. Since Spring 2020, meetings have been held successfully by Zoom, and whilst we hope to be able to meet in person again, we are likely to move to a mix of Zoom and blended meetings in future which we hope may encourage applications from candidates outwith Edinburgh and the central belt.

The Society is fortunate to be able to undertake its work with the income it derives from a significant investment portfolio, now under discretionary management with investment managers. It does not actively fundraise but welcomes legacies and donations. In the twelve months to 31st March 2020, a total of £1,299,476 was distributed among 1023 beneficiaries.

Further information about the Society, including The Trustees Annual Report and Financial Statements for the year to 31 March 2020 can be found at <http://rssws.org.uk/>

# Vacancies:

It is a period of change for the organisation and we are currently undertaking a review of the work of the Society and the way in which we support women who qualify for our help; a process which was started in 2019, and continued by our newly appointed Chief Executive Andrew Tweedy who joined us in March 2020.

At this exciting time, the Society invites applications from individuals interested in its work and willing to commit to the role of Member and Trustee. We would be particularly interested to hear from individuals with experience and expertise in:

* Accountancy and/or charity finance
* Medical skills and/or knowledge or experience of:
	+ the health of the elderly
	+ mental health
	+ the challenges faced by disabled people
* Experience or knowledge of the issues around poverty

However, we would also be interested to hear from individuals with other relevant skills who would be interested in contributing to the future work and direction of the Society.

RSSWS’s support is open to women from all backgrounds, faiths and communities. We would like to welcome new Trustees from similarly diverse backgrounds and who are representative and reflective of the communities we serve. We are also interested to hear from individuals based in the the West or North of Scotland.

# Recruitment process:

To apply **please send your CV and a covering letter explaining why you would like to be involved and what skills and experience you have to offer. Please provide details of TWO referees**.

Please apply by email to The Chief Executive, The Royal Society for the Support of Women of Scotland, at ceo@rssws.org

Applications close on **18 October 2021**. Short-listed candidates will be asked to meet a Selection Panel for interview by Zoom during late October or early November 2021 and recommendations made thereafter to the General Committee in November 2021. References will only be taken up at the time of invitation to meet the Selection Panel.

All Trustees/Members need to be able to meet the HMRC “Fit and Proper Persons” criteria for being a Charity Trustee. You can find guidance on the duties of Charity Trustees in the OSCR (Office of the Scottish Charity Regulator) [Guidance and Good Practice for Charity Trustees](https://www.oscr.org.uk/guidance-and-forms/managing-a-charity-guidance/guidance-and-good-practice-for-charity-trustees/)

**Further information:** If you would like an informal discussion about becoming a trustee or matters relating to the role specification please call our Chief Executive 0131 229 2308.

# Person Specification:

Essential Criteria**:**

* Commitment to the work of the organisation.
* Good communication skills and the ability to work as part of the Committee to further the Society’s work.
* Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Committee.
* Willing to give the time to attend Committee and sub-committee meetings (at least 75% of meetings) and undertake preparatory work.
* Not being disqualified from acting as a company director by virtue of any provision of the Act or from acting in the management of a Scottish charity.

Desirable Criteria**:**

* Previous experience on a Board of Trustees, or an understanding of the charitable sector.
* Competent computer user and able to communicate regularly by email.

# Data Protection

All information provided in your application, or from your referees, will be used to process your application and to monitor the recruitment process in accordance with the Data Protection Act 1998. Personal information on unsuccessful applicants will be held for up to 6 months and thereafter destroyed unless permission has been sought, and given in writing or electronic form, to records being retained for possible future opportunities.