

Recruitment Pack: Convener

Voluntary Position

The national membership organisation for Disabled People and umbrella body for the Access Panel Network in Scotland, Disability Equality Scotland, is recruiting a new Convener to lead our Board of Directors and to guide the development of the organisation. A registered Scottish charity, our mission is to give all disabled people in Scotland a voice with trust, care and empathy, using what they hear to advocate for and enable change to improve lives.

The organisation is currently over halfway in meeting our Strategic Plan outcomes, which provides a clear vision of working towards Equality, Inclusion and Participation for disabled people in Scotland. We are dedicated to engaging closely with members and Access Panels to tackle a range of issues affecting disabled people. Continuing to foster close relationships with key stakeholders to ensure the voices of disabled people are listened to and acted on.

In line with our strategic aim to provide and take part in opportunities to participate and engage in discussions to bring about change, increase awareness, knowledge and understanding of Equality, Access and Inclusion across Scotland, the organisation is committed to championing equality and inclusivity within its workforce and its membership and activities. Through the organisations funded work we are responsive to the needs of our membership and staff through raising awareness of equality and inclusivity issues, addressing challenges, and ensuring quality and parity of access, involvement and a voice for all.

We are seeking a Convener who has relevant knowledge and experience to support the organisation and Chief Executive Officer.

To carry out this role, you will require enthusiasm and commitment for the work of Disability Equality Scotland and will be a collaborator with a willingness and appetite to get involved with new activities.

You will be provided an induction and training on all aspects of this role.

Disability Equality Scotland will supply all appropriate materials.

A resolute person will be available to give you continuous support, advice and guidance. Other team members will be available for help, support and advice.

Our Board are committed to continuous learning and development and working as a team to share knowledge and experience.

This pack gives more information about the role of Convener, Disability Equality Scotland and our current governance.

Governance

Disability Equality Scotland is a registered Scottish charity.

Information on our current trustees can be found by visiting our website <https://disabilityequality.scot/meet-the-team>

Trustees are appointed to hold office until the conclusion of the third Annual General Meeting following their appointment (a “term”). The Convener is also a trustee. Trustees are eligible for re-election provided that no-one may serve for more than six consecutive years.

Duties and Responsibilities of Convener

The Convener is responsible for leading the Board and for ensuring that it successfully discharges its overall responsibility to the organisation.

The Convener may also represent the organisation at external events and meetings, act as a financial signatory.

The Convener has a leadership role and is delegated the line-management of the Chief Executive Officer (CEO).

Leading the Board:

- Chair Board meetings effectively, enabling and encouraging contributions from all trustees, ensuring that decisions are taken in the best interests of

the organisation

- Act as spokesperson where appropriate
- Safeguard the reputation of the organisation
- Ensure that trustees are fully engaged in decision-making and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership
- Ensure the board has adequate support and is provided efficiently with all the necessary information on which to make informed decisions
- ensure that an agenda and supporting papers is prepared for each meeting (in consultation with the Company Secretary, the staff and the other Board members)

Governance:

- Ensure that the Board fulfils its duties so that it can provide effective governance and compliance with OSCR regulations
- Ensure that the organisation complies with its Article of Association and all applicable legislation and regulation
- Ensure that the Board maintains financial stability of the organisation
- Ensure that the Board is aware of and actively supports the organisation in achieving its strategic aims and mission
- Support the board to approve the annual report and accounts
- Encourage positive change and challenging discussions
- Resolve any conflicts within the Board where necessary
- Evaluate the effectiveness and progress of the board at regular intervals, including its membership, to ensure the correct balance of skills, knowledge and experience

CEO Line Management

- Establish a strong and effective working relationship with the CEO
- Ensure a positive working relationship between the trustees and staff team
- Support the CEO as required, whilst respecting the boundaries and difference that exist between the two roles
- Provide an annual appraisal and ongoing feedback for the Director
- Provide regular support, including coaching where appropriate, and act as a guide to the CEO in their leadership of Disability Equality Scotland
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support
- Work with the CEO to ensure that trustees and staff members take appropriate actions in a timely manner on decisions made during Board meetings

Essential Criteria Required for Convener Role

- Experience as a Charity Trustee
- You will have excellent understanding and experience of equality, disability and inclusion in relation to disability.
- You will be a credible spokesperson for the organisation with the ability to communicate effectively across all levels and backgrounds.
- You will be balanced in your approach to governance, able to make good decisions and communicate your thoughts and ideas to others effectively.
- You will understand the duties and responsibilities of a Convener and work to these accordingly.

- You will understand The Equality Act 2010 and promote this legislation, embedding it in your thoughts and actions.
- You will have excellent analytical skills and be capable of reading and absorbing large amounts of complex information quickly
- Excellent leadership skills and interpersonal skills with the ability to chair meetings and influence key stakeholders. Effective and skilled negotiator.

Desirable Criteria

- The ability to influence high level stakeholders within Scottish Government and Scottish Parliament, the media and the charity sector
- Experience of change management and/or cultural development as demonstrated by experience in the charity sector

We welcome candidates from diverse backgrounds who can apply their experience to this demanding role.

Time Commitment

Board meetings are held quarterly, and you will be required to give a maximum of 8 days per annum.

Four days will be used for Board Meetings and 1 day for our Annual General Meeting (**August 2022, 1pm-3pm TBC**). You will also be required to attend our Access Panel Conference, held in the Spring of each year. Further days may be necessary to allow for any interim meetings or training, which may arise over the course of the year, totalling a maximum of 8 days.

Our next Board Meeting is scheduled for 27 April 2022, 10am-12pm by Zoom. The successful applicant will be required to attend this meeting.

Communication

You will be required to be contactable by email and/or by phone to consult on decisions or documents which require comment between board meetings. It is vital that Trustees are able and willing to contribute where required, and that this is understood as a necessary part of the appointment.

Expenses

All reasonable expenses will be reimbursed in line with our expense policy. If necessary, accommodation will be organised by our office and travel expenses will be processed via our internal claim form at each board meeting.

Additional information

The successful applicant will be subject to a check under the Protecting Vulnerable Groups scheme. Disability Equality Scotland will meet these costs.

For an application pack please contact Morven Brooks 0141 378 6625 or [Email admin@disabilityequality.scot](mailto:admin@disabilityequality.scot)

Interviews for this post will be held on Monday 28 March 2022 and Tuesday 29 March 2022. Please note successful applications must be available on both dates.