

## Recruitment Pack: Director

### 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 Director to join our Board of Directors.

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 Director to complement our current Board and with skills / knowledge to help meet our Strategic Aims. We are particularly interested in people with any of the following:

- Lived experience of a disability
- Leadership experience
- Knowledge in the following areas:

- Social Model of Disability
- Accessibility - Access Audits/Statements/Assessments
- The Equality Act 2010
- Volunteer Management / Recruitment / Retention
- Access Panel Network
- Fundraising skills
- Volunteer recruitment and retention strategy

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.

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 Director, 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 Director 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 Director**

As a member of the Board of Directors you will work closely with other Board members to provide governance and contribute to the overall strategy of the

organisation, ensuring that it meets its objectives and primary aims as a charitable organisation. You will also be required to:

- Ensure effectiveness of, and accountability for Disability Equality Scotland's operations, aligned with our primary aims and criteria set by our funders.
- Communicate effectively with Board members, the Chief Executive Officer and staff, as well as other stakeholders, including Access Panels and their members.
- Championing the primary aims of the organisation and ensuring that our work is always focused on those it works to serve.

## **Essential Criteria Required for Director**

- 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 board member and work to these accordingly.
- You will understand The Equality Act 2010 and promote this legislation, embedding it in your thoughts and actions.
- Knowledge and understanding of living with a disability, for example:
  - as a disabled person
  - personal or family experience
  - as a carer
  - experience in a work or voluntary capacity
- Knowledge, experience and understanding of Disability Access Audits. This is an assessment of a building, an environment or a service against best-practice standards to benchmark its accessibility to disabled people.

## **Desirable Criteria**

- Experience as a Charity Trustee
- Awareness of own limitations of knowledge and a willingness to further learn

We welcome candidates from diverse backgrounds who can apply their experience to this 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 Tuesday 15 March 2022. Please note successful applications must be available on this date.**