**Disability Equality Scotland**



**Information about**

**A woman sitting at a desk with a computer, looking calm and confident.
becoming a Convener**

**Easy Read**

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|  | **Who we are** |
| Disability Equality Scotland is a national organisation with members. |
| Reasonable Adjustments - a wheelchair user next to a ramp.  She is next to images of an easy read document, a stopwatch showing a period of time, and there is a speechbubble saying 'I need..' | We work to get full access for disabled people and to make sure they are included. |
| 4 people talking in a group. | We speak for:   * people with any type of impairment * disability organisations * groups who share our values |
| a group of people of different ages.  One is a wheelchair user and one person has a guide dog. | We want people to have equal access to buildings and the outdoors.  We want all people to have equal chances to be independent and have full, enjoyable lives. |
| A confident looking woman with a walking aid. Behind her is a green circle with radiating lines, to show 'new'. | **The Convener role**  We want a new Convener to join Disability Equality Scotland and support our Chief Executive Officer. |
| Money - notes and coins, with a red line through the image. | This is a voluntary role, which means you won’t be paid. |
| A spiral bound document called Plan. | We are half way through our Strategic Plan actions. |
| A man with a red cross, next to him is a larger image of himself, this time with a green tick, to show improvement. | We are working on:   * making more listening and talking events * supporting our Access Panels across Scotland * making great relationships with our **stakeholders**   **Stakeholders** are the organisations and people who are interested in our work. |
| A man with his thumb up next to a list of green ticks. | We want a new Convener to lead our Board of trustees.  We want the new Convener to:   * make sure we do a good job for our members * go to events and meetings for Disability Equality Scotland * sign money paperwork * make sure the Chief Executive Officer is doing their job well |
| 2 men smiling together and supportively pointing to each other as a sign of mutual respect. | You will need to be:   * a leader * enthusiastic * good at working with people * ready to join in new activities |
| A woman sat supporting a man as he works on paperwork at a desk. | You will get:   * induction support to help you join in * training * the tools, devices and paperwork you need * paid back for expenses like travel and accommodation if it is needed * a named person to support and guide you * team members to help and advise you |
|  | **How Disability Equality Scotland is led** |
| A charity coin collection container, with coins to the side. | We are a registered Scottish charity. |
| 3 smiling people sat along one side of a table. | We have Trustees who stay with us for up to 3 years.  The Convener is also a Trustee. |
| A computer showing 'click' on the screen. | You can find out more about our Trustees by clicking on [https://disabilityequality.scot/meet-the-team](https://disabilityequality.scot/meet-the-team/) |
| A job description document with a man holding his job badge and lists of duties and tasks. | **What does the new Convener have to do?** |
| A woman holding a microphone, looking confident. | **Leading**  You will be a leader. |
| A man listening to a woman talk. | You will be the line manager for the Chief Executive Officer. |
| 7 people sat around a table at a meeting. | You will lead Board meetings. This is also called chairing a meeting. |
| A woman presenting next to a flipchart. | You will sometimes be the spokesperson for Disability Equality Scotland.  You will help make sure that Disability Equality Scotland is seen as a positive organisation. |
| A woman chatting with a young man, explaining something. | You will make sure that Trustees are joining in with good decisions.  You will make sure that the Board has the right support and information. |
| A board meeting with a page in front, showing an agenda of numbered items. | You will work with the team to make sure that these things are ready for each meeting:   * an agenda * supporting information |
| 3 colleagues pointing to a planning page. | **Governance**  **Governance** means how the organisation is run. |
| A woman with her thumb up, next to a tick list of green ticks. | You will make sure that the Board of Trustees does a good job and keeps to the Scottish Charity Regulator rules. |
| A man holding a checklist. | You will make sure that Disability Equality Scotland keeps to its Article of Association and all the rules that go with this. |
| A woman sitting with piles of bank notes around her. | You will make sure that the finances are okay. |
| A spiral bound document called Plan. | You will make sure that the Board of Trustees support the Strategic Plan. |
| A document called Annual Report. | You will help the Board of Trustees to check the Annual Report and the accounts. |
| A happy man. | You will help bring positive change and helpful talking and listening. |
| A man and a woman stood back to back, looking cross. | You will help to fix any arguments with the Board of Trustees. |
| 3 women pointing to the same plan on the table in front of them. | You will look at progress and membership often, to help keep skills and experience balanced. |
| 1 woman supporting another woman at a desk. | **Managing the Chief Executive Officer**  You will be the line manager for the Chief Executive Officer. |
| A woman and man side by side, talking. | You will build a very good working relationship with the Chief Executive Officer. |
| 4 people chatting. | You will make sure that there is a very good working relationship between the Trustees and the staff team. |
| A woman chatting with a young man, explaining something. | You will support and guide the Chief Executive Officer and give them coaching if they need it. |
| An Easy Read report. | You will give feedback and a yearly report to the Directors about how the Chief Executive Officer is doing. |
| A training room. | You will make sure that the Chief Executive Officer has:   * chances for development * support outside the organisation |
| 2 people checking paperwork together. | You will work with the Chief Executive Officer to make sure that Trustees and staff members do the actions they need to, from Board meetings. |
| A person specification document with subtitles 'knowledge', 'experience' and 'skills'. | **Skills and Knowledge that you must have** |
| A woman pointing at herself. | You will be have experience of being a Charity Trustee before. |
| A group of disabled people looking empowered. | You will know about these things very well:   * equality * disability * inclusion for disabled people |
| A woman with her arms wide as she talks to an audience. | You will be a very good speaker to people from lots of different backgrounds. |
| A woman thinking, with a red cross and a green tick in the thought bubble next to her. | You will make good and fair decisions and explain what you think really well. |
| A disabled man pointing to himself, next to a law document called 'Equality Act'. | You will understand the Equality Act 2010 and use it in your work. |
| A smiling woman in a wheelchair holding a document. | You will understand the jobs of a Convener. |
| A woman standing next to a tick list of green ticks. | You will be very good at:   * thinking about data and information * reading lots of tricky information fast * leading * working with other people * getting good solutions and decisions * chairing meetings * helping stakeholders join in |
| A man holding his CV. | **Other skills and knowledge that you might also have** |
| 2 men shaking hands. | You might be able to work very well with stakeholders like:   * Scottish Government * Scottish Parliament * the media * other charities |
| A young man thinking. | You might know about:   * change management * cultural development   from working in charities. |
| Calendar pages showing a year. | **How much time to I need to give?** |
| You will be asked for no more than 8 days a year. |
| 7 people sat around a table at a meeting. | We have Board meetings 4 times a year, so 4 of your days will be at these meetings. |
| Calendar page showing 27 April. | Our next Board meeting is 27 April 2022, from 10am to 12pm. The meeting is online by Zoom.  If you get the Convener role, you need to come to this meeting. |
| AGM Notice calendar page. | 1 of your days will be for our Annual General Meeting.  This year we think this meeting will be during August, from 1pm to 3pm. |
| A man looking at a screen with Zoom grid and other people on screen. | 1 of your days will be for our Access Panel Conference, in the spring of each year.  Other days might be used for meetings or training. |
|  | **How will I communicate?** |
|  | We will need to reach you by email or phone in between meetings. |
| A group of people smiling, some of whom have visible disabilities. There are a range of ethnic backgrounds and ages. | **Other information**  We welcome applications from people who come from different backgrounds and have different life experiences. |
| A woman holding a checklist with green ticks on some boxes. | If you are chosen to be the new Convener, we will need to do a check on the Protecting Vulnerable Groups scheme. |
|  | If we ask you to come to an interview, it will be on:   * Monday 28 March 2022 * Tuesday 29 March 2022   You must be free on both these days. |
| a photo of Morven Brooks, CEO at DES. | If you would like to apply to be a Convener you can: |
| * call Morven Brooks, the Chief Executive Officer, on 0141 378 6625 |
| A laptop screen showing an email envelope. | * email us for an application pack at [admin@disabilityequality.scot](mailto:admin@disabilityequality.scot) |