Appointment of

ASSEMBLY TRUSTEES

Closing date - 12 noon on Wednesday 26 February 2020
About the Church of Scotland

Thank you very much for expressing an interest in becoming one of our new Assembly Trustees. Please read on to find out more about what this involves and the specific skills we require to complement those of us who will remain on the group*.

The Assembly Trustees took up office on 1st June 2019 and we have been on a fast moving journey since. As we write we are delighted to see Dave Kendall, our recently appointed Chief Officer, settling in to his role at 121 George Street and we are poised ready for the launch of the two new forums, anticipating a busy few months as we begin to agree their remits. We are required to fulfil the trustee responsibilities as defined by OSCR and also to carry out instructions provided for us by the General Assembly. We have been entrusted with the unique opportunity of streamlining many of our ways of working while moving the focus from the centre to local congregations. As a member of your local church you will be well placed to help us ensure that we are moving in the right direction. This is an exciting and challenging time for the church and as trustees we are looking for innovative ways to enthuse and support local churches in their mission programmes.

There are twelve trustees appointed by the General Assembly, four retiring each year. The Trustees must maintain a wide skills base and at this point we are particularly interested in the areas of finance, grant giving, HR, IT, civil law, theology. If you feel that you have skills to offer, including any of those, or have previously held a trustee position elsewhere then we would be delighted to have an application from you.

If you would like to explore the idea further before coming to a decision as to whether this might be for you, then, do please contact one of us and we will arrange to speak with you.

Our prayer is that we will be led to make the right appointments at this important stage in our reorganisation and to that end we are grateful for your initial enquiry and further consideration.

Yours sincerely

John Chalmers
Convener, Assembly Trustees
JChalmers@churchofscotland.org.uk

Norma Rolls
Vice-convener, Assembly Trustees
NRolls@churchofscotland.org.uk

*Assembly Trustees – by term of office
Till 2020  Till 2021  Till 2022
Sandra Carter  Brian Ashcroft  John Chalmers
Gary Macfarlane  Alan Campbell  Jamie Lockhart
Iain Torrance  George Cowie  James McNeill
David Watt  Norma Rolls  Aniko Schutz Bradwell
Assembly Trustee role description

The Role Purpose

As an Assembly Trustee, you would hold the role of a charity trustee which has the responsibility of being in the overall control and management of a charity through being responsible for the charity’s governance and strategy, and for making sure that the charity is administered effectively. This involves the Trustees accounting for the activities and outcomes of the agencies of the Church.

In general terms, you must seek in good faith to ensure that the Church, as a charity, operates in a manner consistent with its purposes and you yourself act with care and diligence.

Your role is one of oversight; with employed staff responsible for operational management of their area of work overseen by the Chief Officer.

Key Responsibilities

Your role is to use your professional skills and experience alongside your personal gifts to support the work of the Assembly Trustees in developing and delivering on the objectives and aims of the wider Church. Through active contribution you will help to ensure that the Trustees are compliant with all areas of legislation, policy, procedure by reaching sound and structured decisions. You will do this by participating in an engaged way in decision making and ensuring effective oversight and scrutiny through robust questioning and broad thinking.

Preferred Skills & Experience

To support the remit and range of the Assembly Trustees, we are particularly looking for individuals who can bring proven and relevant experience from one or more of finance, human resources, grant making, civil law, IT, theology. With your knowledge you will bring specific insight and guidance to inform sound decision making.

Previous experience as a trustee would be advantageous but not essential.
Person Specification

The Assembly Trustees comprise a dynamic and motivated membership who are actively engaged with the work of the Church. To meet with the demands of the role, you will be able to demonstrate sound judgement, have a creative approach, be open minded, be vocal in discussion and bring an adventurous spirit and outlook.

Training and Support

We hold an induction system for trustees and committee members where we will share knowledge and skills with you to allow you to be as effective as possible. The Convener and Vice Convener of the Assembly Trustees are available to advise directly on an ongoing basis.

Time Commitment

Currently, the Assembly Trustees are meeting 10.30am-3.30pm once a month normally on a Monday and you may be asked to serve on a sub-committee such as Governance or act as a liaison trustee to a department within the national offices. While the meetings are held in Edinburgh, we do have facilities for you to join meetings remotely.

As well as the meetings, you will need to have time in advance to read papers and contribute via phone and email to correspondence relating to the work of the trustees.

Sub-committee work is mostly carried out by electronic communication.
Remuneration
This is a voluntary, unpaid role however associated expenses will be met.

Eligibility
You must be a member of the Church of Scotland with an understanding of its life and culture. Neither employees of the Church or members of any of the Agencies are eligible for appointment as an Assembly Trustee.

In addition, all applicants must satisfy statutory requirements in order to be eligible to become a Trustee. By law, you are disqualified from acting as a charity trustee if you:

- Have an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- Have an undischarged bankrupt or has a Protected Trust Deed.
- Have been removed under either Scottish or English Law or the courts from being a charity trustee.
- Have been disqualified from being a company director.

In line with our Safe Recruitment practice, we require trustees to hold a basic Disclosure Certificate to be obtained following the recruitment process.

Equal Opportunities
We welcome applications from all suitably qualified and eligible candidates and are seeking to ensure we have appropriate diversity within the Assembly Trustees.

How to Apply
The application form should be completed in full and returned to hr@churchofscotland.org.uk or hard copy applications can be sent to Human Resources, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN. These must reach the HR team by the closing date of 12 noon, Wednesday, 26 February 2020. Your application will be acknowledged but for any queries with the form please contact HR on 0131 240 2270.

Interviews will be held on 26 and 27 March 2020.