



Shetland
Charitable Trust

Trustee Recruitment Pack

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Introduction

Would you like to make a contribution to improving the quality of life for people in Shetland?

To help ensure that future generations benefit from the financial legacy to the islands of North Sea oil and gas, as past and present generations have?

Shetland Charitable Trust (the Trust) is looking for enterprising and upbeat individuals for selection to its board of Trustees.

The Trust is particularly keen that a diverse board should shape its activities in the years ahead. Joining the Trust now will give you the opportunity to help develop the Trust's next strategic plan over the next couple of years.

The Trust has disbursed over £340 million to a wide range of local charities, organisations and individuals.

Funding from the Trust has enabled the construction of many of Shetland's recreational, cultural and welfare assets, including rural care homes, swimming pools and leisure centres and the Shetland Museum and Archives.

The Trust continues to support these community assets today through revenue funding to the organisations that operate them.

No other part of the United Kingdom has a Trust with this level of resources and the ability to make such a positive difference.

If you are interested, or if you know someone who you think would be able and willing to contribute, please get in touch. Contact details are provided at the end of this pack.

So what's involved?

The Trust meets formally four times a year to oversee and make decisions on Trust governance, investments, finance and accountability.

In addition, there are three advisory committees of Trustees – audit and governance, investment and general purposes – and you would be asked to sit on one of these, although you would be free to attend the meetings of the others.

These committees oversee the detailed work of evidence-based policy proposals and make recommendations to the full Trust.

Beyond that, the Trust holds a number of Trustee working lunches each year for informal discussion and occasional ad hoc meetings to deal with any issues that arise.

What else do I need to know?

Trustees are volunteers, and the day-to-day activities of the Trust are administered by a dedicated team of staff.

The main concern of Trustees is the governance of the Trust and the charitable funds it holds. In doing so, Trustees are guided by the Trust's own Deed, by charity law and the requirements of the charities regulator OSCR and by financial standards imposed by HMRC and the Trust's own auditors. New Trustees will receive training in specific areas such as charity law.

The Trust also has a set of administrative regulations which describes the roles and responsibilities of Trustees and staff, how the Trust carries out its business and how meetings are run.

An emphasis on good governance, a commitment to the proper custodianship of funds and an understanding of investment are all important attributes of Trustees, who also act as ambassadors for the charity.

Individuals with the personal characteristics we are looking for, but who think they lack skills in particular areas, will be supported in their development.

The Trust has total assets worth approximately £450m.

It owns Shetland Heat Energy and Power (SHEAP), which operates the Lerwick district heating scheme, and SCT Renewables Ltd, which has a 90 per cent interest in Viking Energy Shetland LLP, the Shetland partner in the Viking Energy wind farm project (the other partner is SSE plc).

Most Trust spending is by grant funding. The largest organisations supported by the Trust are Shetland Recreational Trust, Shetland Amenity Trust, Shetland Arts Development Agency, and Shetland Islands Council (for rural care).

More information can be found on our website www.shetlandcharitabletrust.co.uk

I'm interested, so what's the next step?

If you would like to find out more, please contact Dr Ann Black, Chief Executive:

Email: ann.black@shetlandcharitabletrust.co.uk

Phone: 01595 744994

Address: 22-24 North Road, Lerwick, Shetland ZE1 0NQ

or download an application pack from:

www.shetlandcharitabletrust.co.uk or alternatively call 01595 744994 for a paper copy.

Trustee Person Specification

Personal Attributes:	
1	Sound, independent judgement
2	Ability to think strategically, creatively and for the long-term
3	Ability to act with integrity and avoid any personal conflicts of interest and a commitment to collective decision making
4	A passion for Shetland and its future
Skills:	
5	Ability to communicate effectively with Trustees, Stakeholders, Partners and members of the public in a manner consistent with their role as an ambassador for the Trust
6	Ability to challenge constructively and ask questions appropriately
7	Ability to express your own opinion in a reasoned way while also listening to the views of others
8	Ability to analyse and evaluate strategic documents and Trust reports
9	Ability to demonstrate effective evidence based decision making
10	Proven track record to work as part of a team
Experience and Knowledge:	
<p>The following would be desirable but applicants will not be expected to fulfil all these. Individuals can be supported to build their knowledge and skills.</p>	
11	Experience or understanding of management and governance in line with the Seven Principles of the Standards in Public Life called the “Nolan Principles”
12	Experience of working in partnership with different stakeholders
13	An understanding of the role of a charity Trustee (including the legal duties and responsibilities of Trusteeship)
14	Ability to understand and manage strategic risks, in the context of charity law and the environment that the Trust operates
15	An understanding and knowledge of finance and investment

Trustee Role Description

The aims of the Shetland Charitable Trust:

The Shetland Charitable Trust (the Trust), in line with its' charitable objects, aims to:

Improve the quality of life for the people of Shetland, especially in the areas of social care and welfare, the arts, culture, sport and recreation, and the environment, natural history and heritage.

The roles of a Trustee:

To act in the best interests of the Trust and operate in a manner consistent with the charitable purposes of the Trust.

To act with the appropriate standard of care and diligence and ensure that the Trust complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation and regulatory requirements.

The fundamental principle underpinning the operation of the Trust is that Trustees have responsibility for the strategic framework of the Trust, as set out through various strategies, plans and policies approved by them, and that they ensure the staff implement these strategies, policies and plans effectively.

Trustees' responsibilities include:

Trustees must set and oversee the implementation of the strategic aims, objectives and direction of the Trust. Trustees must exercise overall control over financial affairs and ensure the completion of the relevant statutory reports, returns and accounts.

Trustees must act in the interest of the Trust at all times. They must promote the success of the Trust in the way that they think, in good faith, would be most likely to help the Trust achieve its purpose.

Trustees must try, in good faith, to ensure that the Trust acts in a way which is consistent with its purposes as set out in the Deed of Trust.

Trustees must act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person.

Trustees must manage conflicts of interest if they have (or can have) a direct or indirect interest which conflicts or might conflict with the interest of the Trust. They must put the interests of the Trust before those of anyone responsible for their appointment. They must also declare the nature and extent of any interest, direct and indirect, which they have in a proposed transaction or arrangement.

Trustees must ensure that the Trust complies with any direct, requirement, notice or duty imposed on it as a result of the Charities and Trustee Investment (Scotland) Act 2005 ("the Charities Act").

Trustees must take any steps that are reasonably practicable to ensure that any breach of duty by a fellow Trustee is corrected and not repeated and also that any Trustee who seriously or persistently breaches their duties is removed as a Trustee.

Trustees must act within their powers and only exercise those powers for the purposes for which the powers were granted.

Trustees must exercise independent judgement. They must not accept benefits from third parties which might give rise to a conflict of interests and which are given because of the Trustee's position or because of an action they can take.

Trustees must attend meetings regularly and, unless a task is delegated, must act together to take decisions affecting the Trust. Trustees nonetheless also retain ultimate responsibility for even delegated decisions.

Trustees must act in accordance with not only charity law but the law in general.

Trustees must take professional advice where appropriate or necessary.

Alongside these roles and responsibilities, each Trustee shall:

Act honestly and in good faith and in the best interests of the Trust and the beneficiaries thereof.

Attend regularly the meetings of the Trust and any committee of which the Trustee is a member.

Act in accordance with the Trust Deed.

Protect the Trust's assets and be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.

Exercise overall control over the Trust's financial affairs and ensure the completion of the relevant statutory reports, returns and accounts.

Not receive any financial or non-financial benefit that is not expressly authorised by the Trust Deed.

Perform their duties with the relevant standard of care required by the Charities and Trustee Investment (Scotland) Act 2005, namely that of a person who is managing the affairs of another person, which includes taking professional advice as and when required.

Conflicts of interest

Trustees have a duty to declare any actual or *perceived* conflicts of interest. This rule will normally preclude applicants for Trusteeships who are themselves beneficiaries of the Trust, or are senior employees or office-bearers of a beneficiary.

Diversity & Equality

Shetland Charitable Trust are committed to developing our people solely on the basis of their ability to contribute to the Trust's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

Induction and Training

Trustees will be provided with a formal induction programme and training as required.

We will ensure that individuals with disabilities are provided reasonable facilities to participate in the application or interview process, and to carry out the role of a Trustee. Please contact to discuss your requirements.



APPLICATION FOR APPOINTMENT AS A TRUSTEE

PERSONAL DETAILS

Full Name: _____

Home Address: _____

Post Code _____

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

E-mail: _____

REFEREES

Name: _____

Address: _____

Post Code _____

Designation: _____

E-mail: _____

Name: _____

Address: _____

Post Code _____

Designation: _____

E-mail: _____

BACKGROUND INFORMATION

Please use this section to provide background information to demonstrate the skills, experience and attributes you would bring to the role of Trustee

FURTHER DETAILS

Please use this section to give details of your reasons for applying for this post.

ELIGIBILITY FOR APPOINTMENT AS A TRUSTEE

Under Section 69 of the Charities and Trustee Investment (Scotland) Act 2005 the following are disqualified from acting as charity trustees:

- Someone with an unspent conviction for dishonesty or an offence under the Act
- An undischarged bankruptcy
- Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee
- A person disqualified from being a company director

It is the responsibility of the applicant to ensure they personally are not disqualified from being a charity trustee. Further guidance is available from www.oscr.org.uk

Declaration:

I certify that all statements given by me on this form are true and correct to the best of my knowledge. I also confirm that I am not disqualified from acting as a Charity Trustee.

Signature _____ Date: _____

Your completed application should be marked “Private” and returned to:

Independent Chair of Recruitment Panel
c/o Shetland Charitable Trust
22-24 North Road
Lerwick
Shetland
ZE1 0NQ

Applications must be returned by : 12 noon on Tuesday 21 March 2023

Formal Interviews are planned for Wednesday 29 March 2023

Committed to Diversity & Equality