

# Highland Third Sector Interface Board recruitment 2024

## Recruitment Pack

Closing Date: **13th of September, 12noon**



**HIGHLAND  
THIRD  
SECTOR  
INTERFACE**

[www.highlandtsi.org.uk](http://www.highlandtsi.org.uk)

The Highland Third Sector Interface Ltd is a Scottish Registered Charity, SC043521 and a Scottish Registered Company SC425808

# Hello,



*Thank you for showing an interest in applying to become a Board Member and Trustee of Highland Third Sector Interface.*

*We are delighted that you are considering this opportunity and hope that this information pack will help you to understand what the role is likely to require and what you can expect to gain from joining us.*

*Our team at HTSI is incredibly committed and dedicated to the sector and they adapt with the ever-changing challenges that the Third Sector experiences. As a Trustee you can expect to be able to play your part in the valuable work that the sector provides, in supporting our CO and her team to deliver their work programme.*

*If you would like to speak to someone at any time during the recruitment process then please just give us a ring and arrange to speak either to our Chief Officer, Mhairi Wylie, or by appointment with myself, Cath Wright as Board Chair.*

*Good Luck,*

*Cath*



# About Us.

The Highland Third Sector Interface started work in late 2012 and officially launched early 2013. We are funded by the Scottish Government, among others, and are one of a network of 32 other 'Third Sector Interfaces' across Scotland.

## **What is a TSI?**

A Third Sector Interface provides a single point of access for support and advice for the Third Sector within a local area. They have an outcome framework that they have to work within, but how that is done is very much based on local need and diversity within the geography and nature of the Third Sector in that area.

## **What is the Third Sector**

The Third Sector is a generally under used term that encompasses a wide range of charitable, not-for profit enterprise, voluntary led, voluntary involving, unconstituted, constituted, community focused or community interest organisations. It is complex, unique and challenging, while also passionate, grounded and at times a little political. You certainly are never bored working in the breadth and depth of the Third Sector.

# Our Themes Of Work:

## Be a Central Source of Knowledge



- The Third Sector locally
- Local and national policy and how it might affect local Third Sector
- Communities and citizen
- How the Third sector can contribute to those agendas

## Dependent on Local Context



- Local needs and what others are doing

## Voice



- Ensuring a strong Third Sector voice
- Voice at a strategic level within local planning structures and nationally
- Running Forums

## Build Capacity



- Developing the capacity of volunteering, community groups, voluntary organisations and social enterprise to achieve positive change

## Connect



- Providing leadership, vision and partnership and collaboration
- Co-ordination to the local third sector to better respond to local priorities, including through partnership and collaboration

# Our Vision:

“Through the support and advocacy of HTSI ,the Third Sector in Highland will be strong, valued and invested in by our communities, statutory partners and businesses. They will have a powerful voice and representation in the development, planning and, where appropriate, delivery of local services.”

**£710,528**

**Scottish Government  
TSI Funding**

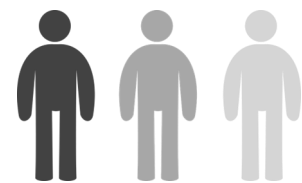


**1 Online Training Platform and 1 Member platform**



**5 Regionally Commissioned Partners**

**26 Staff Members**



**Hosting four projects on behalf of Partnerships in Highland**



**6 Board Members**



**9 Third Sector Forums for peer support**

**350+ Members**



# About This Role.

<b>Title</b>	HTSI Board Trustee and Company Director
<b>Hours</b>	Usually between 0.5 - 1 day a quarter
<b>Length of term</b>	A term is three years with the opportunity to stand for a maximum of two consecutively

## Purpose:

To ensure the effective governance of the HTSI, in line with its purpose and aims, specifically including regulatory and legal compliance. As a Trustee you will be responsible for the governance and strategy of the organisation. Role support will be provided by the HTSI Chair, with support from the HTSI Chief Officer

## Duties:

- To ensure that the HTSI complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations
- To ensure that the HTSI pursues its objects as defined in its Articles of Association
- To ensure the HTSI uses its resources exclusively in pursuance of its objects
- To contribute actively to the board of HTSI's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the HTSI.
- To ensure the effective and efficient administration of the HTSI
- To ensure the financial stability of the organisation
- To protect and manage the property of the HTSI and to ensure the proper investment of the HTSI's funds
- To appoint the HTSI chief officer and monitor his/her performance

## Duties (Other):

In addition to the above statutory duties, each Board Member should use any specific skills, knowledge or experience they have to help the board of HTSI reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Director has special expertise

All Board Members, whilst representing the organisation, are expected to act with integrity and in the interests of the HTSI and their members.

# The Board at HTSI.

## Location and time commitment

This is variable but usually Board meetings take place online on a quarterly basis. Additionally, and very occasionally, Directors are asked to participate in sub group activity on an ad hoc basis. Rarely, directors may also be asked to travel to national meetings with appropriate notice and expenses covered.

Further to this an annual development day is held in person and Directors are encouraged to attend various HTSI events such as the Conference and awards ceremony.

## Financial reimbursement

The role is voluntary and so there is no stipend or salary but all reasonable expenses are covered.

## Eligibility

Anyone seeking to become a director with HTSI must:

- Be eligible for membership to the company generally
- Subscribe to the governing document
- Be aged 16 years or over
- Must be able to demonstrate a connection to the Third Sector, e.g. volunteering or a Third Sector Organisation.
- Not be an employee, spouse, life partner or Director of the HTSI or of an organisation who is regularly funded by the HTSI as part of a delivery agreement on behalf of the HTSI
- Not have already served two consecutive periods totalling six years without a years break
- Not be prohibited to become a Director by law , including being debarred from being a charity trustee.
- They must be fit to undertake the role and have sufficient capacity to undertake their responsibilities and be expected to do so for a period of more than six months

# About You.

The skills and experience we would like to priorities and why:

## **National or Regional Governance and Partnership working**

Governance is always a key area of any Board and while we have good strength in this area we would be keen to add additional experience of governance at a regional or national level. Additionally, much of HTSI's work is conducted in partnership and with increasing national opportunities for collaboration we would also be keen to build our experience of partnership working and network building at regional or national levels.

## **Financial Planning and Management**

As with most charitable Board we are keen to strengthen this area looking of the Board with skills operationally and/or strategically around good finance management, budget setting and charity accountancy regulations, to support a transition and maintain competency on the Board.

## **Political and Parliamentary Engagement**

Increasingly HTSI is looking to support active participation of the Third Sector in policy and legislative development and review. We are keen to build our strategic oversight of this activity and ambitions, and as such are seeking someone who has experience of working (paid or voluntary) within a politically aware environment, including but not limited to local government, national public authorities, Holyrood or Westminster parliaments.

## **Human Resources**

HTSI has a small team and from time to time we need the skills of the Board to support our HR processes. We are keen to ensure that we have multiples areas of skills and experience in this area for now and for the future.

## **Legal and Risk Management**

Making sure you are considering all aspects of the implications from your decision is an important part of any Boards responsibilities. We are looking for someone to help identify where we need to seek additional professional advice and support or, indeed, where we may not need to. We aren't necessarily looking for someone with specific legal training—though that be great—but someone who regularly has to consider legal matters and how that relates to risk management. For clarity where the organisations needs to undertake legal advice that will always be sought externally, this areas is only to strengthen the Boards awareness of when that might be necessary.

## **Emerging Technology**

Technological developments are going to be critical for HTSI and the wider sector, we would love to hear from people who are involved in the world of AI or developing software platforms designed for SMEs, charities and communities.

# How To Apply.

We are looking for interested parties to come forward and apply in advance of the HTSI AGM later this year. Applicants will get the chance to meet with the Board Chair and another Board members and following this a recommendation will be made via the Board to the Members in November/December 2024.

## Key Dates in the process:

Applications deadline: **13th of September, 12noon**

1-1 discussions are currently anticipated for mid-late October and will take place online.

## If you have any questions:

Questions are perfectly normal and especially if you want to understand how the Board and organisation actually works. In the first instance please call the office **01349 864 289** and ask for our chief officer Mhairi, alternatively email **recruitment@highlandtsi.org.uk**

## Submitting your application:

Applications should be sent to **recruitment@highlandtsi.org.uk** with the subject line '**Application for HTSI Board**' and include the following:

1. A short present CV, not more than two sides of A4 .
2. A completed nomination form, downloadable from the HTSI website.

You may choose to notify us of any support or adjustments we can make to support your attendance at the 1-1 session as well.



# Good Luck



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