

BEYOND EARLSTON

Board Trustees

Recruitment Pack



Beyond Earlston

Broadening horizons for our young people [f](#) [t](#)



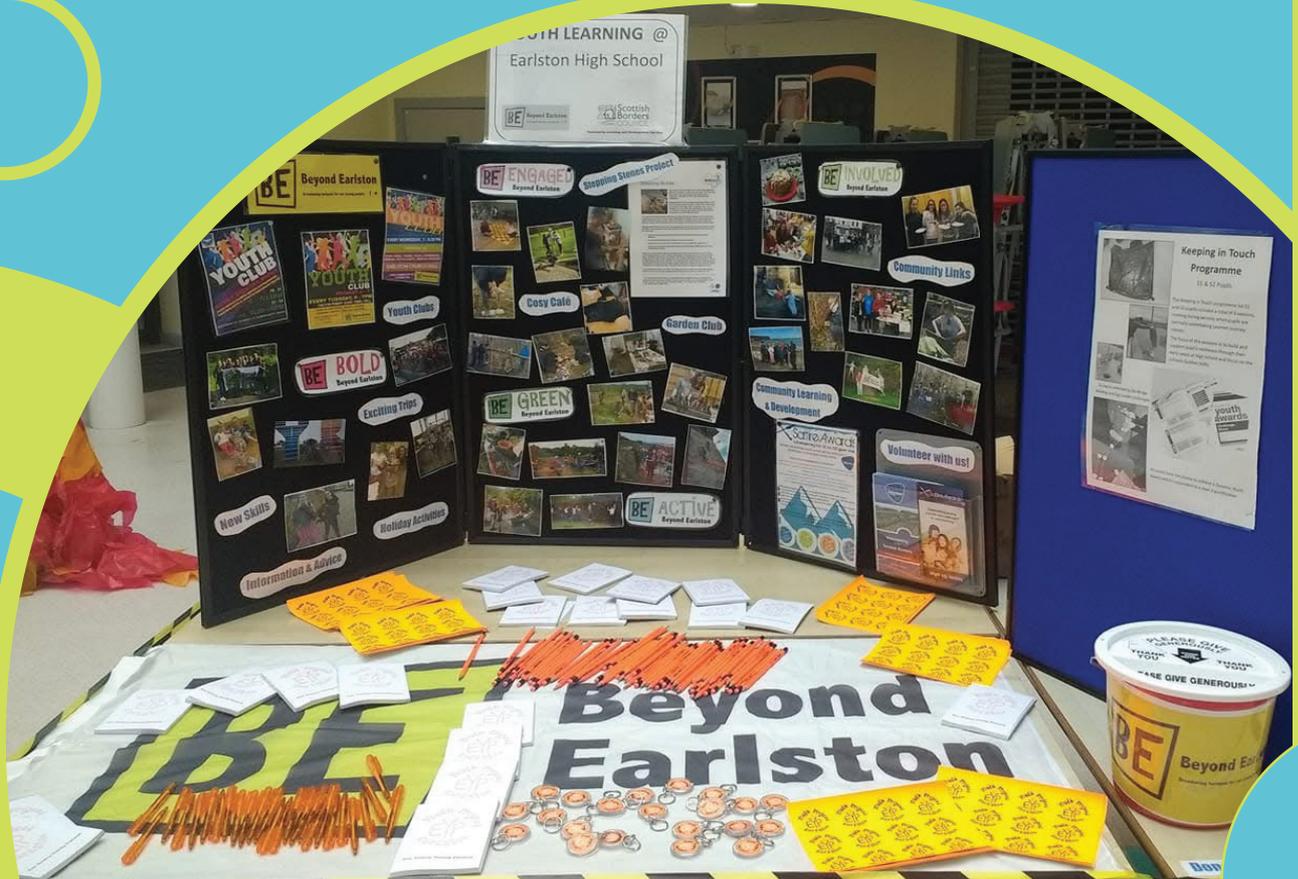
Could you help us support opportunities for young people to engage in activities that develop their skills and knowledge, enabling them to become active citizens in their communities where they play, work, and live?

This could be your opportunity to join us as a Trustee and play your part in helping us to broaden young people's horizons through the provision of alternative and stimulating activities (outwith school and sports clubs) which are designed to challenge and inspire.

You may be an experienced Trustee or this could be you taking your first steps in joining a Board for a charity or not-for-profit organisation.

Join the Team

At the heart of Beyond Earlston is a commitment to improve the lives and opportunities for participation in leisure and recreational opportunities to children and young people within the Earlston High School Catchment.



Our volunteer Trustees are invaluable to the charity.

Awaiting you is:

- An opportunity to contribute positively to youth work happening within the Earlston High School Catchment area to support young people.
- A chance to serve your community.
- The prospect of applying your experience, skills, expertise, and personality to impact young people and their future.

Beyond Earlston is registered as a SCIO (Scottish Charitable Incorporated Organisation) and is registered with the Office of the Scottish Charity Regulator (OSCR). Registered Charity Number is SC043632.

The organisation is registered as Earlston Catchment Voluntary Youth Work Services but is known as Beyond Earlston, since November 2018. Its beneficiaries are children and young people between the ages of 11-18 years old.

Our registered address is c/o Earlston High School, East End, Earlston, TD4 6JP.

As a Trustee, you will play a crucial role in governing the Charity, collaborating with like-minded individuals who are passionate about this leadership position. You will serve on our Board to drive and oversee our activities. While we maintain a professional environment, our organisation values its culture, so a sense of humour is welcomed.

We welcome applications from all and will appoint to the Board based on merit and the ability to match the requirements of the role and person specification.



Welcome

Firstly, thank you for showing interest in this Trustee role. I hope you find the contents of this pack informative and that you are motivated to make an application to join us.

Beyond Earlston (BE) is a youth work charity based in the Scottish Borders, offering a variety of activities in the towns and villages within the Earlston catchment area. It provides activities for young people aged 11-18 (school ages P7 to S6) regardless of gender or ability. To attend and participate, young people must be registered members.

Beyond Earlston as an organisation does not have its own premises but is based in Earlston High School where the staff team can meet, and where equipment can be stored. The Manager and staff team are able to conduct small group meetings in the school as well as one-to-one sessions.

They also work across the catchment area and most activities are delivered in a variety of locations. This pack doesn't do justice in setting the scene for the entire scope of what Beyond Earlston does, so a visit to our website is recommended:

www.beyondearlston.org.uk

or our Facebook page: <https://www.facebook.com/BeyondEarlston/>

We are an agile, and forward-thinking organisation with a 'can do' attitude, and as we look to strengthen our Board, I am seeking enthusiastic individuals who can make a difference. Someone familiar with charitable organisations and their governance is advantageous, ideally with some Board experience within the voluntary or not-for-profit sector, but training can be provided.

In addition to attendance at Board meetings, it is what you do and offer away from those meetings where you are expected to make the most significant impact. Please consider the role carefully and, if you do choose to apply, I look forward to the prospect of meeting you at the next stage.

Thank you for considering Beyond Earlston.

Message from Lynne Gibson

Chair of the Board of Trustee Directors



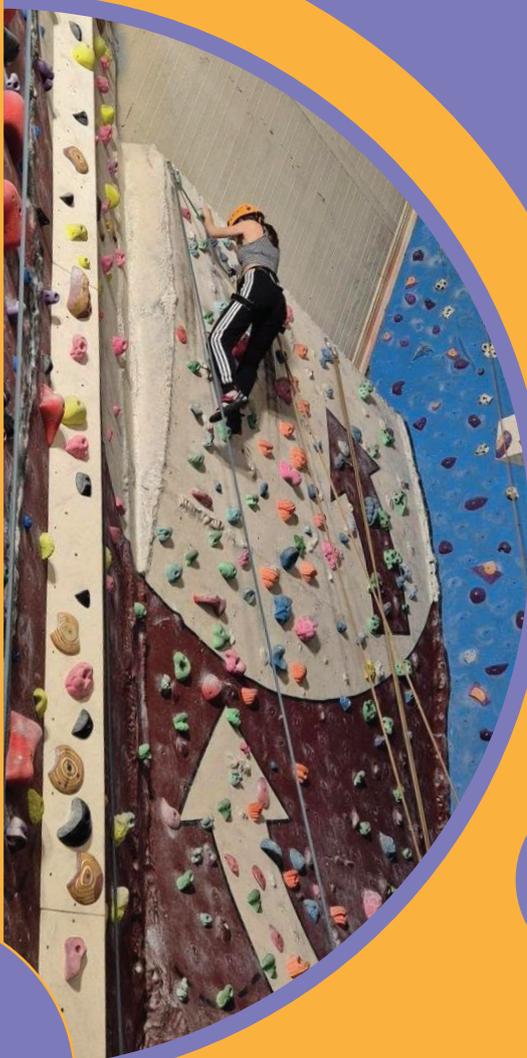
About Beyond Earlston

Beyond Earlston is led by 6 part-time members of staff and we are guided by a Board of Trustees some of whom are parents or have businesses in our local communities and have an interest to help young people. As a result, approximately 20 hours of youth work is provided each week plus 15 hours of one-to-one work through specific projects, for example, the Stepping Stones project.

We believe that every young person in our community has a passion and a purpose.

Our purpose is to empower young individuals, especially those who face challenges in mainstream education, by offering alternative and engaging activities designed to broaden their horizons, challenge them, and inspire growth. We deliver these activities through our BE Collection, which includes:

- **BE Bold:** Our holiday programmes
- **BE Green:** Gardening initiatives
- **BE Involved:** Volunteering and community involvement programmes
- **BE Active:** Encompasses our outdoors groups
- **BE Enterprising:** Encourages young people to make and sell products in their community to raise funds that support activities



Our Values

We believe:

That EVERYONE MATTERS.

We aim to listen and be respectful of others' views whilst giving everyone the chance to **SPEAK OUT**. We will actively challenge all forms of discrimination.

In the value of **TEAMWORK** – that working together on a shared goal is rewarding and achieves better results.

That our work should **INSPIRE** our young people and set high expectations of what is possible.

In **KINDNESS AND POSITIVITY**. In all our actions we strive to be thoughtful and kind and expect this of others.

In **COLLABORATION** with our young people and between ourselves, other agencies and the local community.

What we do

Beyond Earlston offers, encourages, and supports young people to become involved in local volunteering and community projects

We have worked with paths projects, local community clean-ups and gardening.

We offer a range of activities including lunchtime drop-ins at school and weekly drop-ins away from school, where young people are encouraged to create the programme and engage in various activities.

We provide holiday programmes that include several trips primarily in the Borders, but occasionally wider afield.

Most of our weekly activities and trips are either free or have a low cost.

We are part of the Locality Planning Partnership which brings individuals, businesses and other voluntary led projects together to share opportunities, skills and resources.

We provide one to one support for young people who may need help and advice, sometimes for a little while, for others sometimes a bit longer.



Role of the Board

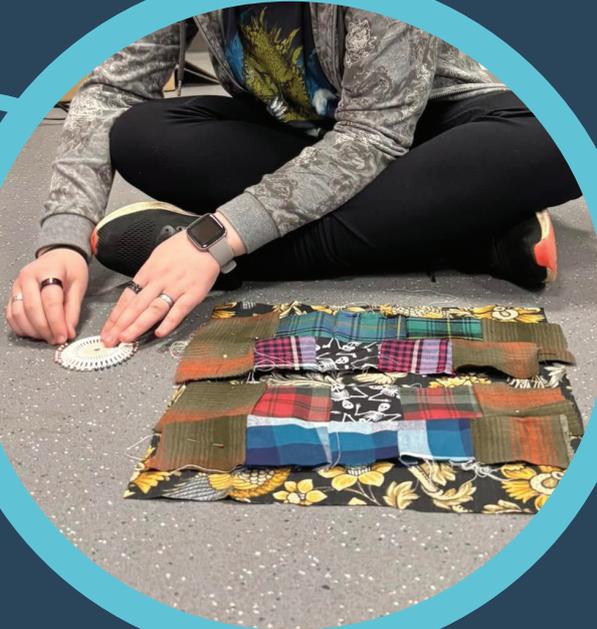
Trustees are there to lead, control and supervise the organisation's activities. It's the part of the organisation with formal power and responsibility.

In order to achieve the organisation's objectives, Trustees are required to:

- Shape the organisation's strategy
- Approve resource allocation via the annual budget
- Develop policies and procedures to govern organisational activities, providing guidance for the Board, volunteers, and staff
- Manage risk while ensuring compliance with the governing document, external regulators, and legal requirements
- Monitor performance with regular reports
- Represent the company externally, collaborating with local partners
- Influence the organization's values and culture

In particular, the Board:

- Must drive the organisation forward while keeping control
- Should know the organisation well to be accountable, yet maintain an objective long-term view
- Must balance short-term local pressures with awareness of broader trends
- Should focus on members needs while acting responsibly towards employees, partners, and society



Chair of the Board

Role Specifications

Location	Meetings take place in various locations around the locality, most usually in Earlston, Lauder or St Boswells
Time Commitment	The role of Chair requires an estimated commitment of 6 hours per month
Remuneration	None, although out-of-pocket expenses are paid
Purpose	The Chair has a leadership role to play in representing the vision and purpose of the organisation. The Chair ensures that the Board of Trustees functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Responsibilities:

Ensure the management Board functions properly

- Plan and run meetings in accordance with the governing document
- Ensure that matters are dealt with in an orderly and efficient manner
- Bring impartiality and objectivity to meetings and decision making
- Review governance performance skills
- Plan for recruitment and renewal of the management Board

Ensure the organisation is managed effectively

- To liaise with the Manager, as appropriate, to keep an overview of the organisation's affairs
- To coordinate the Board to ensure responsibilities for particular aspects of management (e.g., personnel, financial control etc) are met and specialist expertise is employed as required
- To facilitate change and address conflict within the organisation, liaising with other Trustees to achieve this

Provide support and supervision to staff

- To directly line manage the senior staff members of the organisation
- To sit on appointment and final appeal grievance procedures, as appropriate

Represent the organisation

- To communicate effectively the vision and purpose of the organisation
- To advocate for and represent the organisation at external meetings
- To be aware of current issues that may affect the organisation

Person Specification

- Board experience
- Leadership experience and skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed up
- Good timekeeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of a management Board



Secretary

Role Specifications

Location	Meetings take place in various locations around the locality, most usually in Earlston, Lauder or St Boswells
Time Commitment	The role of Secretary requires an estimated commitment of 6 hours per month
Remuneration	None, although out-of-pocket expenses are paid
Purpose	The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Board.

Responsibilities:

Ensure responsible administration.

- To prepare agendas in consultation with the Chair (and Manager)
- To circulate agendas and any supporting papers in good time
- To receive agenda items from other Board members
- To check that quorum is present
- To minute meetings and circulate the draft minutes to all Board members
- To ensure that the Chair signs the minutes once they have been approved
- To check that Board members and staff have carried out action(s) agreed
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings (EGM)
- To ensure up-to-date records are kept of Board membership
- Ensure statutory requirements are met from external agencies and partners

Make arrangements for meetings.

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)

Other duties:

- To sit on appraisal, recruitment and disciplinary panels as required

Person Specification

- Ability to organise own workload
- Experience of Board work and procedures
- Ability to take accurate minutes of all meetings
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Well organised and an eye for detail
- Ability to work well with the Chair
- Good timekeeping



Treasurer

Role Specifications

Location	Meetings take place in various locations around the locality, most usually in Earlston, Lauder or St Boswells
Time Commitment	The role of Treasurer requires an estimated commitment of 4 hours per month
Remuneration	None, although out-of-pocket expenses are paid
Purpose	The overall role of the treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The treasurer works closely with the Manager to ensure that the finances of Beyond Earlston are kept up to date and presented to the Board and others as requested.

Responsibilities:

General financial oversight

- Oversee and present budgets, accounts and financial statements
- Liaise with the Manager about financial matters including funding applications
- Ensure that appropriate accounting procedures and control are in place
- Ensure compliance with relevant legislation
- Follow up and ensure recommendations of the auditors are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies such as OSCR
- Ensure that monthly outgoings are paid timely and accounted for

Financial planning and reporting

- Alongside the Manager present regular financial reports to the Board
- Deliver a presentation of the accounts at the annual general meeting
- Advise on the financial implications of the organisations strategic and operational plans
- Give advice on the fundraising strategy of the organisation
- To ensure that there is no conflict between any investment held and the aims and objectives of the charity

Other

- To chair meetings of the finance subcommittee, when required
- To sit on appraisal, recruitment and disciplinary panels as required
- Participation in regular Board meetings and to have input where necessary

Person Specification

- Experience of financial control and budgeting
- Experience of fundraising and pension schemes
- Good communication and interpersonal skills
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed up
- Good timekeeping



Trustee

Role Specifications

Location	Meetings take place in various locations around the locality, most usually in Earlston, Lauder or St Boswells
Time Commitment	The role of Trustee requires an estimated commitment of 6 hours per month
Remuneration	None, although out-of-pocket expenses are paid
Purpose	Trustees play a vital role in making sure that Beyond Earlston achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Beyond Earlston has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Beyond Earlston to grow and thrive.

Responsibilities:

- Support Beyond Earlston's purpose, vision, goals, and activities
- Approve strategies and policies and monitor their implementation
- Oversee financial plans and budgets, tracking progress
- Ensure efficient administration of the organisation
- Identify, monitor, and control key risks
- Review and approve financial statements
- Provide guidance to Beyond Earlston's Manager
- Stay informed about changes in the operating environment
- Participate in governance reviews and Board meetings
- Act legally and in good faith to protect Beyond Earlston's interests
- Promote Beyond Earlston's objectives using your skills and contacts

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board. You do not need previous governance experience – we will provide a full induction and training.

Person Specification

Ideally Trustees will have experience of:

- Working with and supporting children and young people
- Working with a charity/third sector organisation (paid or voluntary)
- Working as a charity Trustee and/or a company Director
- Working in commerce and business
- Working with Charity Boards or committees as a member or advisor

Experience of one or more of the following disciplines would be valued:

- HR & Organisational Development
- Finance & Accountancy
- Marketing & Fundraising
- Business Development
- Legal
- ICT & Digital
- Governance
- Asset management
- Performance, Scrutiny and Review
- Health, Safety and Environmental

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a Board member
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



How to Apply

For a confidential discussion in the first instance please contact Susan Law on 07522513728 or email susan@beyondearlston.org.uk

Alternatively contact our Chair, Lynne Gibson, by email chair@beyondearlston.org.uk



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Contact Info



07522513728



www.beyondearlston.org.uk



c/o Earlston High School
East End, Earlston, TD4 6JP



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Registered Charity SC043632