

BOARD MEMBER – EAST PARK

PERSON SPECIFICATION

Listed below are the skills, knowledge and personal qualities you will need to undertake the role of a member of East Park Board.

To be considered for appointment you must meet all of the essential criteria for the role.

ESSENTIAL CRITERIA

You must live or work in Scotland and be available to attend regular meetings in Glasgow.

You should demonstrate:

- an empathy with the needs and challenges faced by children and young people with additional support needs including autism and a passion for their ongoing support;
- an appreciation of education, health and social care policy, the rules governing charities and how they might impact on the role and aims of East Park;
- the ability to challenge constructively and influence decision-making within a Board or team setting;
- the ability to develop, monitor and meet strategic objectives through effective planning and resource management;
- the ability to analyse and review complex issues/opinions and make your own decisions;
- a commitment to the values of equal opportunity and diversity, to a culture of respect for others, and to partnership working; and
- the ability to build relationships and interact effectively with others.

DESIRABLE CRITERIA

- experience in fund-raising or marketing;
- successful management experience in the commercial sector;
- experience of dealing with the media; or
- a financial or legal background.

ROLE AND RESPONSIBILITIES

The overall purpose of the Board is to ensure the efficient, effective and accountable governance of the organisation and to provide strategic leadership and direction that focuses on agreed outcomes.

Along with the Chair, Vice-Chair and other members, you will have the objective of supporting the provision of education and care to children and young people with additional support needs including autism.

You will be expected to support the Chair and work with the other members to discharge the functions of the Board, which will comprise:

- regularly attending Board and other related meetings;
- developing strategies which address the service priorities and needs of the organisation;
- contributing to the effective performance of the Board and ensuring achievement of its aims;
- allocating resources to address strategic objectives and ensuring the financial health of the organisation;
- monitoring implementation of Board decisions; and
- ensuring sound governance arrangements and probity and propriety in the workings of the organisation.

In addition you will:

- maintain a focus on strategy and performance;
- actively participate in collective decision-making;
- act on the principle of collective responsibility for decisions of the Board;
- question intelligently and debate constructively;
- listen sensitively to the views of others, inside and outside the Boardroom;
- communicate and support the Board's activities whilst encouraging and maintaining good relationships with stakeholders;
- develop an effective working relationship with members of the Board and staff within the organisation;
- challenge and support members of the senior management team in their leadership of the organisation while monitoring performance; and
- uphold the highest ethical standards of integrity and probity.

TIME COMMITMENT

As a non-executive member you must be able to make a firm commitment to spend time per month on Board business. This time will mainly be focussed on the monthly afternoon Board meetings but will also include reading documents in your own time.

You may be asked to support additional activities, potentially attending stakeholder events some of which may be in the evenings or at weekends.

A degree of flexibility is required in order to attend additional Board meetings, subject to the ongoing needs of the Board.

LENGTH OF APPOINTMENT

The term of appointment will be for 3 years with the eligibility of re-election for two further periods of three years. Appointment may be renewed subject to evidence of effective performance and the requirements of the person specification for the role at the time of re-appointment.