



August 2024

The Donaldson Trust

Trustee Recruitment



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About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We believe there is a genuine opportunity to change society for better. We aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

We're a team filled with caring and talented individuals who work together to create positive change, and you'll be part of a team dedicated to giving neurodivergent people a voice and contributing to our vision of a society in which neurodivergent people are understood, accepted, treated fairly and valued.

Together, we'll find your voice.

Further information about the Donaldson Trust, our services and the Board is available on our website: <https://www.donaldsons.org.uk/>



Advert

Trustee

Linlithgow/Hybrid

Non remunerated

With a rich history dating back to the 1850s, the Donaldson Trust has established itself as the National Body for Neurodiversity, renowned for our person-centered approach and tailored support services that address the specific needs of neurodivergent individuals.

The Donaldson Trust believe there is a genuine opportunity to change society for better. They aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

The Donaldson Trust is dedicated to empowering children, young people and adults through their Sensational Learning Centre, Treehouse, Vibe, and Gate services. The Trust focuses on unlocking each individual's unique potential.

Their Connect service collaborates with individuals, organisations, and businesses to increase the understanding of neurodiversity and improve the experiences of neurodivergent people.

The Donaldson Trust aim to:

- Provide more specialist services for neurodivergent children, young people and adults across Scotland
- Increase opportunities, access and acceptance for neurodivergent people and their families
- Drive societal change through influencing and engagement.

The role

The Donaldson Trust is governed by their Board of Trustees who contribute to the strategic direction and play a key role in monitoring the implementation of the organisational strategy. They then delegate responsibility to the Executive Leadership Team (ELT) and Specialist Committees.

The Donaldson Trust are on the search for an additional Trustee to join their highly committed and dynamic board, who will play a pivotal role in supporting their strategic ambition to become the national body for neurodiversity.

The successful Trustee will help the board fulfil its statutory safeguarding responsibilities, collaborating with both the board and staff to ensure everyone clearly understands the safeguarding requirements for The Donaldson Trust.

The person

We're looking for a trustee with strong safeguarding experience, understanding of Scotland's health, social care, or education sectors, and familiarity with compliance frameworks. The ideal candidate will excel in collaborative policy application, be able to identify positive risk opportunities, and translate them into governance practices. They should be passionate about the Trust's mission, with an eagerness to engage in diverse, meaningful board discussions, and possess creativity, flexibility, and a proactive problem-solving attitude. Key qualities sought include independent judgment, strategic vision and excellent interpersonal skills.

The Donaldson Trust environment is inclusive and one where all people can contribute and reach their full potential, and that includes at board level.

The Board and Committees meet quarterly in the evenings, with flexibility to join most sessions remotely.

If you're interested in a rewarding opportunity where you can engage in meaningful discussions and contribute to diversity of thought, and are passionate about neurodiversity and improving lives, we would love to hear from you.



Role Description & Person Specification

Role purpose

The Board is collectively responsible for the overall governance and strategic direction of the Donaldson Trust, including its financial health, the probity of its activities and the development of our strategic direction in line with our charitable purpose, our legal and regulatory requirements and our Deed of Trust.

The Governors of the Donaldson Trust is a corporate body and registered charity established by Statute and responsible for running the Donaldson Trust. Its purpose and powers are set out in the Deed of Amendment of Trust 2023.

Dimensions

- **Strategy:** trustees should constructively challenge and help to develop proposals on strategy
- **Performance:** trustees should scrutinise the performance of the organisation and of management
- **Risk:** trustees should satisfy themselves about the integrity of financial information and that the systems of internal control and risk management are robust
- **People:** trustees are responsible for ensuring succession planning for the Board and the CEO, and for the development of the remuneration strategy for the organisation

Key accountabilities

- ensure that the Donaldson Trust complies with its governing document and all legal and regulatory requirements
- determine the overall direction and development of the charity through good governance and clear strategic planning
- be an active member of the Board, providing organisational oversight and engaging in participative decision making to ensure the Donaldson Trust exemplifies its vision, purpose and values
- ensure that the Donaldson Trust is well-managed, accountable, and strives to achieve best practice in all that it does
- act in the best interests of the charity, its beneficiaries and future beneficiaries at all times
- oversee the financial stability of the Donaldson Trust and ensure that all financial controls and systems of risk management are robust, protecting both the resources of the organisation and its reputation
- act as an ambassador for the Donaldson Trust, safeguarding its good name and values, promoting a positive public profile and reputation of the organisation, and representing it as required
- appoint and support the Chief Executive and manage their performance

- meet their statutory duties as Trustees under the Charities and Trustee Investment (Scotland) Act 2005) and successor legislation.

Statutory duties:

- duty to act in the interests of the charity and put the interests of the charity before any other
- duty to ensure that the charity operates in a manner consistent with its purposes
- duty to act with due care and diligence
- duty to ensure that the charity complies with the Act and with other relevant legislation

Additional Safeguarding Responsibilities

The Trustee supports the board to fulfil their statutory duties on safeguarding, working with the board and the staff team to ensure everyone has a clear understanding of what this means for The Donaldsons Trust. This responsibility sits alongside their other trustee responsibilities outlined above.

Responsibilities will include leading on the following safeguarding duties:

Strategic responsibilities

- consider strategic plans and make sure they reflect safeguarding legislation, regulations, statutory guidance, and the safeguarding expectations of the SCVO/ OSCR,
- work with the CEO, Executive Leadership Team and designated safeguarding leads regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe,
- check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees liability,
- make sure safeguarding is reported at trustee meetings to help trustees understand and challenge those reports.

Effective policies and procedures

- make sure there is an annual review of safeguarding policies and procedures,
- understand the monitoring within the Donaldsons Trust to assess whether policies and procedures are effective,
- learn from case reviews locally and nationally, to improve policies, procedures and practices,
- be aware of any safeguarding allegations made within Donaldsons, and be satisfied that action take is reasonable and proportionate,
- be a point of contact if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- champion safeguarding throughout the organisation.
- attend relevant safeguarding training events.
- support the other trustees in developing their individual and collective understanding of safeguarding in partnership with the Safeguarding Lead.
- work with the chair, CEO, designated safeguarding leads and Executive Leadership Team to manage any serious safeguarding cases.

What we're looking for:

- insight and experience within a safeguarding context to be curious and challenge thinking
- understanding of the landscape of health, social care or education in Scotland and the legislative requirements and frameworks associated with compliance
- experience in working in partnership with colleagues to enable the application of policy through practice without compromising the safety of beneficiaries or the reputation of the Trust
- ability to recognise opportunities for positive risk taking and be able to translate this into a governance context for other trustees
- passion and commitment to the purpose, vision and values of the Donaldson Trust
- willingness to engage in meaningful discussions and contribute to diversity of thought on the Board
- ability to challenge and debate constructively, and to accept constructive feedback
- ability to think creatively and flexibly, with a "can do" attitude to problem solving
- sound, independent judgement and strategic vision
- sound interpersonal and communication skills, in addition to respect for the views and abilities of others
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- understanding of the principles of effective governance of organisations
- understanding of the voluntary sector or willingness to learn
- commitment to Nolan's principles of public life: selflessness, openness, integrity, honesty, objectivity, leadership, accountability
- willingness to devote necessary time and effort for effective contribution.

The Donaldson Trust environment is inclusive and one where all people can contribute and reach their full potential, and that includes at board level. That is why we want to hear from candidates from all walks of life, irrespective of level of work experience, personal circumstances or characteristics.

All candidates will need to demonstrate a range of attributes and be able to meet the legal demands and requirements of the role. Candidates may have a specialist knowledge base, experience or skill, but will also be able to contribute to the whole agenda.

Learning and Development

Trustees will be supported on their journey through comprehensive induction into the organisation and the role, and provided with extensive opportunities for continuous development and growth.

Becoming a trustee at the Donaldson Trust can be a really rewarding experience, being a part of bringing different perspectives together to enhance our work and really make a difference to the lives of neurodivergent people across Scotland.

Time Commitment

Our Board meets four times a year, normally on Wednesday evenings, 6pm – 8pm. We have three Committees of the Board:

- Finance and Audit Committee
- Quality, People and Innovation Committee
- Nominations and Remuneration Committee

The first two normally meet quarterly in the evenings, 5.30pm – 7pm, the third one meets as required, approximately twice a year.

We expect Trustees to join and participate in at least one Committee.

Trustees will also be required to set time aside in advance of meetings to read all papers relating to meetings – these are normally shared a week in advance. Additional communication may be required between meetings. You may also be asked to provide support or advice with ad hoc projects and take part in additional training or Board away days.

The time commitment required for this role is on average 2 days per quarter.

Eligibility

Applicants must satisfy statutory requirements in order to be eligible to become a Charity Trustee. The Charities and Trustee Investment (Scotland) Act 2005 (“the 2005 Act”) disqualifies anyone who:

- Has an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act
- Is an undischarged bankrupt
- Has been removed from trusteeship of a charity by the Courts, OSCR or Charity Commission for misconduct or mismanagement
- Is disqualified from serving as a company director.

Appointed Board Members will be expected to sign a declaration to confirm that they are not disqualified from acting as a charity trustee.

Board Structure

The Board currently has ten trustees. Trustees are expected to serve two consecutive terms of three years.

Remuneration

The position is voluntary and not remunerated.

Out of pocket expenses will be paid in line with our policies.

Pre-appointment checks

Successful candidates will be expected to:

- pass a Disclosure check
- sign up to the Trustee Code of Conduct
- complete the Declaration of Eligibility for Charity Trustees
- complete the Care Inspectorate's Fitness Declaration.



Contact & Apply

For a confidential discussion please get in touch with Debbie Shields or Lauryn Pringle at Aspen People on 0141 212 7555.

Please upload your CV and cover letter (as one combined document) by clicking on the link below:

- [Apply](#)

Applicants will be shortlisted for interview by matching the details given in their CV and covering letter / supporting statement against the Role Description. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements as well as why you are interested in the role.

Please note that you will receive an automatic acknowledgement of your application – if you do not receive this please contact Kelsey Bettoli at Aspen on 0141 212 7555.

Process

We have provided below a note of the critical dates within this recruitment campaign which will help you plan your diary:

Closing date for applications: Friday 30th August 2024

First Interviews: w/c 9th September 2024 – TBC

Second Interviews: w/c 16th or 23rd September 2024 – TBC

