



# Trustee

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## Recruitment Pack

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# 2023





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# Introduction

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"Thank you for your interest in CREATE Paisley. We have been working with young people in Renfrewshire for some fourteen years and we have exciting plans for growing the company over the next few years.

You may be familiar with CREATE (as we tend to be known) by way of a family member or friend. We offer safe spaces for young people to be themselves, to relax, make friends and have fun, usually in creative ways.

We can see there is a real need for our work across Renfrewshire, operating a hub and spoke service from our home base in Paisley.

The support and guidance of a strong group of trustees to support our amazing team is critical to our ongoing success and growth. As Chair, my aim is to build on our existing board as we welcome our new chief executive in a period of multiple challenges and opportunities

We are looking to appoint up to four new trustees to complement our existing board of eight. You do not need to have board experience; we can support you if this is your first application to become a trustee.

Most importantly however, we would hope you have a strong interest in giving young people the best possible support to feel valued and accepted for who they are.

I hope you find all the information necessary for you to decide if this role is right for you. Please do not hesitate to get in touch if you have any questions. I look forward to hearing from you."

Paulo Kaneta  
Interim Chair





Create Paisley (Scottish Charity Number SC043437) is a youth arts charity working with young people in Renfrewshire to support good mental health and life chances through creativity.

We provide support to young people in our communities experiencing the most challenging circumstances: young people who are socially isolated or side-lined, who are living in disadvantage and whose voices are often ignored by those around them.

We work alongside young people to help them recognise and build on their strengths and potential. Through a mix of creative workshops and drop-in sessions we support young people to develop the skills, support networks and strength they need to succeed and fulfil their ambitions.

We believe that all young people deserve access to the same opportunities regardless of their individual situation.

Young people must have access to supportive environments and an opportunity to explore their own potential. 97% of the Scottish population believes that taking part in creative activity is essential for children and young people's learning and well-being.

The benefits of taking part in creative activities are widespread with studies showing that exposure to creative activities helps young people improve on their mood in times of difficulty.

We plan for a future for Renfrewshire where each child and young person has equal access to safe creative spaces, the support of responsible adults and peers and the same choices, options and hopes as everyone else.

In short, we are working towards the advancement of young people within their local communities with our work led and shaped by those young people.

" I feel safe here" "This is my safe space to vent and escape". "I walk away from here feeling lighter" Quote from Young Person

# Trustee Profile



We wish to appoint up to four trustees to our board of directors to support the next stage of our development.

We are ideally looking for trustees who live within Renfrewshire, who have local connections or knowledge of the area.

We want to ensure the Board comprises the right mix of expertise and where possible, are keen to recruit candidates who have a skillset from or have worked in any of the following sectors:

- Youth work / community engagement
- Press and PR
- HR
- Legal
- Fundraising
- Facilities management



However, if you have skills in other areas and have energy and enthusiasm for supporting young people, we would still like to hear from you.

'CREATE are passionate about creating safe and inclusive spaces where young people, our staff team and board of trustees can thrive and always be their authentic selves. We welcome people from all walks of life to be part of our organisation and support the future growth and development of CREATE'

Lisa Doherty  
Youth Work Manager



"Thanks so much for everything you guys do. It really is appreciated. 'Y' is struggling with their mental health at the moment and your place is their safe space. They love coming to sessions and come home feeling refreshed. Keep up the good work." Quote from Parent.



# Trustee Role Description

## **PERSONAL ATTRIBUTES OF BOARD MEMBERS (ESSENTIAL):**

- Enthusiasm for the work of CREATE Paisley and a commitment to be well informed about our work.
- Commitment to attend Board meetings and the AGM.
- Ability to work as a member of a team, and a willingness to state personal convictions and, equally to accept a majority decision whatever one's personal view.
- Preparedness to offer personal and business skills and experience to support the work of staff when required.
- Willingness to act as an ambassador for the organisation.
- Ability to treat sensitive information confidentially.

## **THE BOARD'S RESPONSIBILITIES**

- Acting as Trustees of the registered charity
- Approving our overall direction, major policies and budgets
- Supporting the Senior staff team including the CEO
- Ensuring the company operates within the law and is exercising good practice.

Our Board has three sub-committees – Finance Risk & Audit, Income Generation and Board Perspective. We also create Short Life Working Groups to deal with specific issues.

You may be asked to contribute to one or more of these in addition to your involvement with the Board itself.

## **TRAINING**

We recognise that not everyone has experience as a Trustee and training and mentoring will be provided for new Board members.

## **THE SEVEN PRINCIPLES OF PUBLIC LIFE – THE NOLAN PRINCIPLES**

We want to ensure that we practice the governance values that we promote, and that all Board members commit to the Principles of Public Life as recommended by the Nolan Committee (1995). The principles are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. More information is available [here](#).



# Time Commitment

At present, the Board has four regular meetings per year, meeting approximately every three months. The Board meetings are normally held at the company's office, although recently most have been online/hybrid, and last usually no more than two hours. Where access or geography remains a barrier, our Board will strive to accommodate digital attendance at future meetings. In addition, Board members may be invited to participate in the work of our committees established to deal with particular aspects of the business and this is likely to involve up to a maximum of 6 additional meetings per sub-committee per year. We also actively welcome all Board members to, where possible, act as Ambassadors and attend special events and activities organised by CREATE.

## BOARD MEETINGS

Final Tuesday of the month at 7pm

### 2023

October 31– Board and AGM

### 2024:

January 30

April 30

July 30

October 29 – Board and AGM

## PAPERS DISTRIBUTED

One week in advance

### Finance, Risk and Audit committee


Usually, two weeks before the next board meeting

### Board Perspective Committee

Four meetings between general board meetings

### Income Generation Committee

Two meetings per year



# What we aim to provide for board members

1. Contribute to supporting, developing and promoting a key cultural organisation locally within Renfrewshire and nationally within Scotland

2. Develop and enhance your understanding of how a charitable arts organisation operates, and have the opportunity to influence the organisation's direction,

3. Build and expand your professional and personal networks

4. The opportunity to attend our events and activities, enhancing your ability to act both as an Ambassador for CREATE Paisley and as an arts expert.

## REMUNERATION AND EXPENSES

Trustee positions are not paid roles, but reasonable travel and subsistence, childcare and carer expenses will be reimbursed.

## TRAINING AND SUPPORT

When a new Board member joins us, they are given the opportunity to come and visit and meet our team. We will support new members with an induction programme that covers our current business and operational plans, our budget and financial systems. In addition, you will be offered the opportunity to undergo training in board membership.



# How to Apply

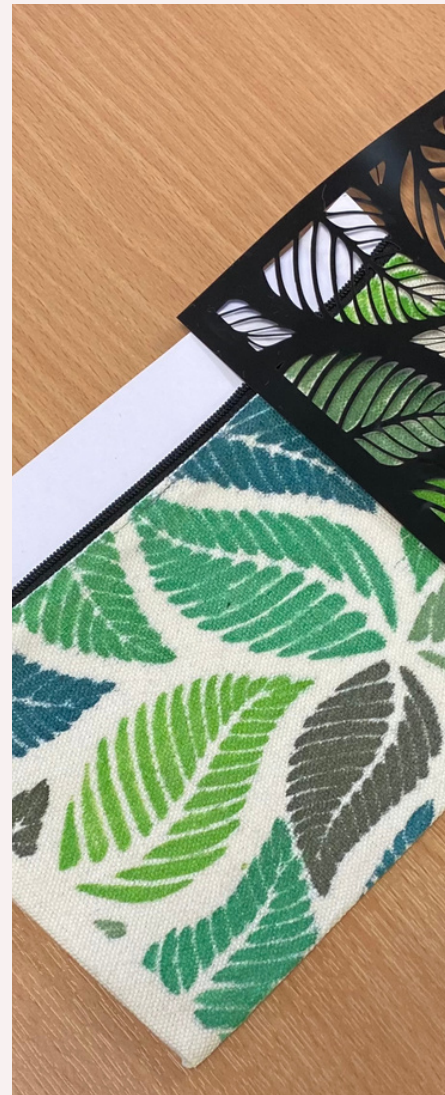
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To apply, please send us the following:

- Your contact details (name / address / mobile number)
- A copy of your CV
- A covering letter of approximately 600 words (one side of A4) outlining your skills and attributes, details of any experience in a similar role, and your reasons for wishing to become a Board member.

If, rather than writing, you would like to submit a video or voice recording, we would be happy to accept this.

Please send your application to our Interim Chair, Paulo Kaneta – [jobs@createpaisley.org.uk](mailto:jobs@createpaisley.org.uk) with 'Board Recruitment' in the subject line



For an informal chat about the role, please contact David Williams, Interim CEO, on [david@createpaisley.org.uk](mailto:david@createpaisley.org.uk) and we can arrange a call or meeting.

Should you have any access requirements or require support completing your application in order to apply for this role, please contact [jobs@createpaisley.org.uk](mailto:jobs@createpaisley.org.uk)

# Thank you

CREATE is committed to access, diversity and inclusion, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

