



# Recruitment Pack

## Trustee

### Inside:

- Welcome from Bishop President
- About SCIAF
- How to apply
- Role Description
- Person Specification
- Integral Human Development Committee – Terms of Reference

# Welcome

We seek to appoint a Trustee to our Board of Directors who will also serve our Integral Human Development Committee. This Committee plays a crucial role at SCIAF by overseeing and advising on the development of SCIAF's international development and emergency work.

SCIAF is the Scottish Catholic International Aid Fund - the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change. We are inspired by the gospel to tackle the causes of poverty and injustice.

We work with people in the hardest circumstances, so they can overcome their daily struggles and break the deeper causes that create suffering. Reaching out in love to the poorest people, regardless of age, race or religion, we believe in supporting the whole person, including their spiritual wellbeing, political voice, cultural and community life.

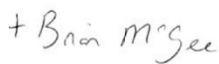
The role of SCIAF's Board of Trustees is to provide strategic governance and oversight, ensuring SCIAF operates in alignment with its mission and values. As a member of the Board of Trustees you will be responsible for directing the affairs of SCIAF through efficient, effective and accountable governance, ensuring that the organisation is solvent, well run and most importantly that its activities are in the interests of its beneficiaries – the people who need it most.

The Integral Human Development Committee provide technical and professional advice, expertise and constructive critique to the Integral Human Development staff in the development of its strategic approach to its development and emergency work. In doing, they contribute to the quality and effectiveness of what SCIAF does and its accountability to its partners, the communities it serves, supporters, donors and other stakeholders. The Committee plays a key role in the oversight and monitoring of the work of the Integral Human Development Department and thus strengthens its accountability.

This is an important time for SCIAF, as we respond to new challenges around the world. We have almost 60 years' history of success in making a real difference to the lives of poor people around the world, giving them a hand up, not handouts. If you can see clearly how you would build on this success and help us make an even bigger difference, we would like to hear from you. Should you decide to apply, and if you are successful, you will play a critical role supporting an organisation which serves some of the world's most marginalised people, protecting and nurturing the values of SCIAF which are founded in Catholic Social Teaching, and ensuring that SCIAF can look forward to a thriving future.

I trust this pack will be useful in helping you decide if you have the passion, skills and dedication required for this voluntary position. If so we look forward to hearing from you.

Yours sincerely,



**Bishop Brian McGee**  
**Bishop President**

**Scottish Catholic International Aid Fund**

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## About SCIAF

### Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps people climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike. And, with a staff of 43 people based in Glasgow, we deliver an impact far greater than our size.

### Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful role, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

We are inspired by Catholic social teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow. In the workplace, this translates into an environment that is supportive, inclusive, innovative and fair – and that's why so many staff at SCIAF have stayed with us for years.

### Diversity, Equity & Inclusion

As an inclusive employer, we want our staff to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We're committed to diversifying our workforce across all roles and pay grades – and we've already made progress. But we know we have to do more. That's why we're dedicated to increasing the representation of currently under-represented groups at staff and board level.

### Who we are

We form part of the global Caritas family. Compelled by Christ's love, we help people in the world's poorest places lift themselves out of poverty, work together to protect our common home, and help people recover from disaster.

For five decades, we have reached out to our global neighbours in need, irrespective of their race, religion or background, sustained by the generosity and love of Catholics in Scotland. We work in partnership with local and church organisations, supporting communities across Africa, Asia and Latin America, to bring about lasting change. In times of emergency, we respond anywhere. We put pressure on governments to care for the planet and create a fairer, more peaceful world.

At SCIAF, we are inspired by the gospel to tackle the causes of poverty and injustice. We know poverty is not just a lack of money; it flows from our selfishness, indifference and failure to treat every single person with the dignity they deserve. There is no single source of poverty. A variety of crises and causes combine, creating relentless downward pressure on those who have the least. We always work with people in the hardest circumstances, so they can overcome their daily struggles

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and break the deeper causes that create suffering. Reaching out in love to the poorest people – regardless of age, race or religion – we believe in supporting the whole person, including their spiritual wellbeing, political voice, and cultural and community life.

**Documents for download:**

- [About us - video](#)
- [Accountability](#)
- [Annual Account 2023](#)
- [Impact Magazine 2024](#)
- [SCIAF Strategic Focus 2021 -2025](#)

**For more information, please visit our website:** [SCIAF - Scottish Catholic International Aid Fund | SCIAF](#)



### How to apply

Please read the full Job Description and Person Specification carefully. To apply, please submit:

- An up-to-date copy of your CV
- A short supporting statement that addresses your motivation for applying for this position.
- Please give details of TWO people we may approach for a reference who can comment on your suitability for this position.

CV and supporting statement should be emailed to [recruitment@sciaf.org.uk](mailto:recruitment@sciaf.org.uk) by Friday 22<sup>nd</sup> November 2024.

### Next steps

Interviews will take place in-person, where possible, week beginning 9<sup>th</sup> December 2024 at our offices in 196 Clyde Street, Glasgow, G1 4HY.

### Safeguarding checks

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

The position holder will travel overseas to the Global South as required and will therefore come into contact with children and vulnerable adults. SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland.

**The offer of the position would be subject to these satisfactory checks.**



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## Role Description

<b>Position title:</b>	Trustee
<b>Duration</b>	Appointments are expected to last three years, with the possibility of a second term
<b>Salary:</b>	This appointment is unremunerated, though reasonable receipted expenses will be refunded
<b>Location:</b>	Glasgow
<b>Time Commitment</b>	Trustees are expected to attend quarterly Board meetings and quarterly Integral Human Development Committee meetings
<b>Closing date:</b>	Friday 22 <sup>nd</sup> November 2024
<b>Interview date:</b>	Week beginning 9 <sup>th</sup> December 2024 (expected)

### Background to the role

The SCIAF Board of Trustees plays a vital role in guiding and supporting SCIAF to fulfil its purpose and goals ensuring that SCIAF operates legally, ethically and efficiently, contributing to the development and implementation of the strategic plan and monitoring its effectiveness.

### Overall purpose of role

To direct the affairs of SCIAF through efficient, effective and accountable governance, ensuring that the organisation is solvent, well run and most importantly that its activities are in the best interests of the people we serve.

### Key responsibilities

#### The roles and responsibilities of the Trustee are as follows:

- To contribute to ongoing organisational oversight, giving strategic direction, setting overall policy, defining goals, and monitoring performance against agreed targets
- To ensure that SCIAF operates in accordance with rules and regulations as set out in company and charity law, and any other legislation or regulations applicable to its activities
- To ensure that SCIAF pursues its objects as defined in its governing Articles of Association and that uses its resources exclusively in pursuance of these
- To participate in the appointment of senior staff
- To protect the good name and values of SCIAF

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- Identify risks that could impact SCIAF's operations or reputation and to provide advice on the management of identified risks
- Provide strategic and policy support and advice to the Senior Management Team and other staff as required
- Alongside the Chair of the Integral Human Development Committee, be the point of contact for the board on issues related to international development and humanitarian response

**As a member of the Integral Human Development Committee:**

- To play an active part in the committee's work, enabling it to achieve the purpose set out in the constitution
- To maintain an interest in the wider context of the work which the committee supports and monitors, and to bring professional expertise, perspectives and advice based on wider experience and awareness
- To maintain an interest in, and awareness of, the whole of SCIAF's work and its impact in its sector of development and humanitarian International NGOs, and to contribute to the work of the committee from the perspective of an external stakeholder as well as an independent expert
- To be able to attend most, and preferably all, committee meetings. To be able to give adequate time for reflection and preparation of committee meetings and work with staff as required.

### Safeguarding

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland.

### Code of Conduct

All staff and volunteers are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

"Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern."

**Person specification**

Area	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent experience in relevant subject (e.g. Humanitarian, sustainable development, livelihoods, food security, justice and peace/peacebuilding, safeguarding)	✓	
<b>Experience</b>		
Development experience, ideally with international cooperation	✓	
Strategic leadership experience within international development	✓	
Organisational planning and monitoring key performance indicators	✓	
Trustee or Committee member in a governance structure	✓	
CEO or senior management	✓	
Strategy and policy development	✓	
<b>Knowledge</b>		
Knowledge of legislative and compliance requirements relevant to the governance of a charity	✓	
Understanding of, and commitment to, SCIAF’s vision, mission, values, strategy and ways of working	✓	
Understanding of Catholic Social Teaching and integral human development	✓	
Understanding of the Catholic Church and its role in emergency response and development	✓	
Knowledge and understanding of Caritas and the Caritas Partnership Principles		✓
Sustainability and climate change		✓
HR and change management		✓
Knowledge of the Global South	✓	

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External communications		✓
Fundraising		✓
Safeguarding		✓
Marketing		✓
<b>Skills and Abilities</b>		
<b>Analysis</b> – analytical and organised, able to deal with a range of complex issues across SCIAF’s internal and external environment.	✓	
<b>Communication, influence and collaboration</b> – well-developed negotiating and influencing skills, with the ability to persuade in a complex stakeholder environment and act as an effective ambassador for SCIAF.	✓	
<b>Numeracy</b> – well-developed financial skills to ensure that resources are channelled effectively to achieve the organisational goals of SCIAF.	✓	
<b>Credibility</b> – models high standards of personal conduct, honesty and integrity that encourages and inspires.	✓	
<b>Innovation</b> – a shrewd, creative, open minded and strategic thinker with a willingness to learn and the ability to identify opportunities for improving the quality and depth of SCIAF’s work.	✓	
<b>Attitude</b>		
<b>Empathy</b> – a genuine interest in the work and ethos of SCIAF, its aims and objectives and a passion for tackling international poverty at its root. A deep awareness of the needs of our partners and project participants and an understanding of our supporters.	✓	

## Appendix A

# Integral Human Development Committee

## Terms of reference

### 1 Purpose and mandate

The Integral Human Development Committee purpose is to support, oversee and advise on the development of SCIAF's international development and emergency work of which advocacy is an integral part, in a way that contributes to the quality and effectiveness of what SCIAF does and its accountability to its partners, the communities it serves, supporters, donors and other stakeholders. The purpose of the Committee is set by the Trustees and Board of SCIAF, who recognise that the Committee plays a key role in the oversight and monitoring of the work of the Integral Human Development Department and thus strengthens its accountability. The Committee does this by:

- 1.1 Providing technical and professional advice, expertise and constructive critique to the Integral Human Development staff in the development of its strategic approach to its development and emergency work.
- 1.2 Monitoring and participating as appropriate in the learning, review and evaluation of its international development and emergency work.

### 2 Membership

- 2.1 Members of the Committee are appointed and removed by SCIAF's Board of Trustees.
- 2.2 The term of office is 3 years which is renewable, normally only once.
- 2.3 The Committee consists of the Chair, who is a Trustee of SCIAF, and not less than three other members, who are not employed by SCIAF and who have relevant experience in the field of integral human development, advocacy, international development and overseas programming.

- 2.4 SCIAF's Chief Executive and SCIAF's Director of Integral Human Development should attend meetings.
- 2.5 Meetings are also attended by other members of staff or external advisers by invitation from the Committee.
- 2.6 Members of the Committee also share responsibility with the Trustees and the Board for monitoring the disbursement of funds in line with the requirements of the SCIAF Constitution and Charity Law. Members of the Committee do not have personal liability.

### 3 Chair

- 3.1 The Chair is appointed by the Trustees from amongst the membership of the Board.  
The Vice  
Chair will be chosen from the other members of the Committee.

### 4 Functions

- 4.1 To review and recommend to the Board for approval the Integral Human Department's Strategic plan as well as other relevant strategies such as the Partnership Strategy, the Institutional Funding strategy, Partner exit strategy etc.
- 4.2 To review and recommend to the Board for approval the allocation across regional programmes of annual budgets of the Integral Human Development Department.
- 4.3 To monitor the implementation of international programmes.
- 4.4 To offer advice and support to Integral Human Development staff in carrying out their work
- 4.5 To receive annual reports of the development and emergency work conducted by the Integral Human Development Department.

### 5 Procedures

#### 5.1 *Relationship to the Board*

The Committee reports to SCIAF's Board of Trustees through the minutes of its meetings which will be presented to the earliest possible Board meeting following each of Committee meeting. The Committee Chair will make a verbal report to the

Board of Trustees at least once a year and an annual written report will also be submitted to the Board of Trustees

### **5.2** *Frequency of Meetings*

The Committee will meet four times a year normally and otherwise if and as necessary. Meetings will be called by the Chair and at least fourteen days' notice will be given to the Committee members. Committee members can consent to a meeting being held at short notice.

### **5.3** *Quorum*

In order to be quorate, three out of four independent members must be present for the Committee meetings. Should a meeting be non-quorate, this will be noted in all recommendations to the Board of Trustees, and in the minutes

### **5.4** *Voting*

Decisions will normally be made by consensus. In the event that a vote is considered necessary, this will be by simple majority of the members present and the result will be recorded in the minutes. In the event of a tied vote, the Chair shall have a second and casting vote. Staff in attendance do not have voting rights.

### **5.5** *Right of Referral*

The Chair has the right to reserve any matter to the Board of Trustees and in particular, those decisions which raise significant policy implications for the whole of SCIAF or concerning which there is considerable dissent within the Committee.

### **5.6** *Secretary and Minutes*

The HR/Admin Manager, will act as Secretary to the Committee and will keep minutes and other records as required. Minutes will be prepared within one week of each meeting and circulated to members of the Committee.

### **5.7** *Working Groups*

The Chair, together with the Director of Integral Human Development, can establish Working Groups on particular countries or issues at need. These groups will report to the full Committee as required.

### **5.8** *Expenses*

Members of the Committee can claim all reasonable out of pocket expenses associated with attendance of the Committee in line with SCIAF's volunteer policy.

## **6** *Information*

*To assist it in fulfilling its purpose, the Committee will receive the following papers:*

- 6.1** SCIAF’s Strategic Framework; International Programmes Strategic and operational plans, other strategic documents such as the Institutional Funding strategy, etc., Departmental, Regional and/or team strategic frameworks and annual operational plans and reviews. Regional/Country Strategy draft and final papers and programme frameworks; annual country and regional budgets; thematic strategy papers; monitoring, evaluation and review reports.
- 6.2** Annual grants budgets and proposed spending, within the financial frameworks and annual budgets set by the Board of Trustees; and updates on how the budget is being spent.
- 6.3** All grants approved, including emergency and institutional funding.
- 6.4** Papers, including the Board of Trustees’ Minutes, relating to other aspects of SCIAF’s work, particularly in relation to the overall strategic directions, policies and systems affecting SCIAF international development and emergency work including integral advocacy work.