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PF Board Trustee

Role & Responsibilities

Purpose of the PF

The Pastoral Foundation (now known as the PF Counselling Service) was established in 1984 and incorporated in 1986. It is a company limited by guarantee and is a Scottish charity registered with OSCR. Its purpose is to provide affordable counselling services to adult individuals, regardless of their circumstances or background.

All counsellors work on a voluntary basis, and come from a variety of traditions in training and philosophy. They are supported by the PF through professional supervision and continuing professional development. We are committed to the training of new counsellors and offer a number of student placements each year.

Primary Purpose of Role

A Trustee's main responsibility, serving as a Company Director and Charity Trustee, is to:

- Work with the Chair and other Board members to provide governance, vision and strategic direction to the organisation in line with its governing documents.
- Ensure it discharges its legal and regulatory responsibilities.
- Support the Chair by participating actively in the process of developing the vision and purpose of the PF Counselling Service.
- Work with the Chair and other Board members to support the Director in achieving the PF's aims and objectives through effective operational management.

What we are looking for:

A background in one or more the following areas would be particularly welcomed:

- IT infrastructure and development
- Charity governance, law and operations
- Networking and making connections for strategic development and fundraising
- Counselling practice and policy development
- Strategic planning and strategy
- Organisational development, cultural change and HR management
- Charity fundraising

Key Responsibilities

To work with the Chair, other Board members and Director in the following areas:

Vision & Strategy

- Developing the vision, strategic direction and management of the charity in line with its charitable purposes.
- Developing strategic priorities.
- Ensuring that the Board delivers appropriate short, medium and long-term strategies for the PF Counselling Service, with objectives that can be monitored and appraised.
- Developing sound and achievable long- and short-term financial goals.

Governance and Risk

- Participating in the implementation of sound governance structures and systems which enable the Board to discharge its duties and comply with the requirements of statutory and regulatory bodies that affect the functioning of the charity and the responsibilities of the Board.
- Ensuring the PF Counselling Service meets legal and regulatory responsibilities with regard to regular formal financial reporting, including Annual Returns to OSCR, Companies House, and COSCA.
- Monitoring and evaluating all areas of risk to the organisation, and ensuring actions are taken to mitigate them.

Operations and Finance

- Using and helping to develop reporting and monitoring processes to make sound decisions to promote the operational effectiveness, financial stability, and success of the PF Counselling Service.
- Ensuring adequate funding and fundraising strategies are in place to meet the strategic and operational ambition of the organisation.
- Protect that assets, integrity, and sustainability of the charity.

People and Leadership

- Defining and overseeing the organisation and structure of the PF Counselling Service staff team.
- Ensuring that the PF Counselling Service supports its people to achieve its aims and objectives.
- Ensuring that the PF Counselling Service meets all its legal obligations to employed staff, volunteers and building users.
- Agreeing and committing to undertake continuing professional development personally as a Trustee, to ensure all Board members remain competent and up-to-date with regard to charity governance.

Person Specification

Essential

- Commitment to the organisation with a willingness to devote the necessary time and effort to fulfil an effective role. This includes attendance at the four scheduled Board meetings each year.
- Knowledge, understanding, and experience of the Scottish charitable environment, the responsibilities of charity Trustees, and of the principles of charity governance (OSCR requirements).
- Knowledge and understanding of the clinical governance issues of a Scottish counselling service provider (COSCA requirements).
- Background in, or strong knowledge and understanding of, the Scottish health and social care context in which the PF operates.
- An ability and willingness to learn any essential aspects of governance as required.
- A proven ability to think and act strategically, and an understanding of the distinction between the role of a Board Director/Trustee and operational management.
- The ability to support the Chair, Board and Director in providing leadership to the organisation, including knowledge of and enthusiasm for the PF's aims and objectives.

Desirable

- Background in, and strong knowledge and understanding, of counselling practice in Scotland, including at least one year's experience as a qualified practitioner.
- At least 2 years' previous experience of serving on a Scottish charity board.
- Knowledge, understanding and experience of the governance issues of a Company Limited by Guarantee (Companies House requirements).
- Understanding of the financial imperative within small charities, and the ability to understand and generate ideas as to how to respond to the constraints and opportunities through financial planning and income generation.
- Knowledge or experience of NHS mental health, psychiatric or medical services in Lothian or Scotland.
- An interest in counselling issues and social/mental health policy within Scotland.
- Some understanding and appreciation of the profession of counselling and how mental health and social services, and the relevant voluntary agencies, operate within Edinburgh and Scotland.

Terms and Conditions

- This is a voluntary position and therefore not remunerated.
- Trustees are normally elected to the Board for a term of three years. All trustees retire by rotation every three years but may be re-elected if willing to continue.
- There are a minimum of four two-hour Board meetings per year, usually held on a Friday morning, and at least one further strategy meeting arranged by agreement.