



Trustee Recruitment – VisionPK

VisionPK is seeking three new Trustees to join its Board at an exciting stage of its development. We welcome applicants to this voluntary role from people of all ages, abilities and backgrounds.

VisionPK offers a wide range of support and activities to people living in Perth and Kinross who have sight and / or hearing loss, or are Deaf, focused on early intervention and increasing independence.

In particular, we are looking for people with knowledge, skills and experience in the following areas: equalities issues; governance; commercial funding / enterprise; media / marketing; health and /or social care; retail; legal; quality assurance

If you are interested in this role and would like to find out more, please contact Gwenn McCreath, our Chief Executive, on 01738 626969 for further information, email her at gwenn.mccreath@visionpk.org.uk or download our Trustee Information Pack from our website at www.visionpk.org.uk

The closing date for applications is Friday 22 November 2019.



Role description

VisionPK Charity Trustee / Board Director

Role purpose:

To further the work of VisionPK by playing an active part in strategy formulation; overseeing the meeting of organisational goals and strategy within the organisation's legal and financial framework. Trustees also have overall responsibility for compliance with Health and Safety and Data Protection legislation / requirements and oversight of VisionPK's policies.

Role requirements:

- To assist with the formulation and regular review of the strategic aims of the organisation
- With other Charity Trustees / Directors, to ensure that the policy, procedures and practices of the organisation are in keeping with its aims
- With other Charity Trustees / Directors, to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice in all areas of operation
- To participate in strategic planning activities by bringing ideas/ expertise to the work of the Board
- To ensure that all financial controls and systems of risk management are robust
- To maintain an overview of Health and Safety and Data Protection compliance
- To monitor and review the quality and operational outcomes of work undertaken
- To give freely of their knowledge and experience of their own area of expertise as appropriate
- To attend Board meetings and reflect the Board's policies and concerns on all its committees, sub-committees and groups

- To maintain good relations with VisionPK staff and provide support as required in liaison with the Chief Executive
- To take part in training and planning sessions as required
- To fulfil other such duties and assignments as may be required from time to time by the Board.

VisionPK is the operating name of Perth & Kinross Society for the Blind.
Scottish Charity Number SC001152. A Company Limited by Guarantee,
Number 205004; Registered in Scotland

Registered Office: Perth & Kinross Sensory Centre, 14 New Row, Perth
PH1 5QA



VisionPK Trustee recruitment: background information

VisionPK, based in New Row, Perth, has been offering support to blind and partially sighted people in Perth and Kinross since 1866. Three years ago, we extended our work to include people who are Deaf, deafened or hard of hearing. We achieve this in partnership with Action on Hearing Loss Scotland.

VisionPK is a small organisation, with twelve staff and fifty volunteers. We are now at an exciting stage in our development and are seeking Trustees / Directors who can help us on this journey.

Our Aim and activities

VisionPK's aims to be the organisation of choice for people with sensory impairments living in Perth and Kinross. We do this through offering a range of funded and charitable services, focused on early intervention and increasing independence. Our work includes assessment and rehabilitation; emotional and practical support; raising awareness of sensory loss; information and advice, including benefits; social activities; befriending; low vision assessment and specialist equipment provision; hosting the local Talking Newspaper. We work mainly with adults and older people, as well as some children and young people. Partnerships are important to us - our staff and volunteer team deliver services with a range of volunteers, local and national partners.

Our values

Our values are: to engender trust; to be kind and compassionate; to be inclusive; to look out for and respect people connected with us, whether they use our services, are volunteers, partners or staff; to encourage independence and promote choice amongst people using our services and to take a quality approach to what we do.

Recent history and future plans

During the last few years, VisionPK's Board have worked closely with the Chief Executive to ensure a quality service, which led to them win their current contract for sensory impairment services with Perth and Kinross Council. In parallel, they recognised the challenges that the public and voluntary sectors faced, including financial constraints. The Board therefore invested in a review of VisionPK's position, with a particular focus on the financial challenges.

Following the recent retirement of the Chief Executive, a new Chief Executive was recruited to take forward the Review's recommendations, build on the good work of her predecessor and further develop the organisation's strategy. In keeping with our future plans, and in line with running an effective organisation, we are seeking Trustees with knowledge, skills and experience in the following areas:

- Equalities issues
- Governance
- Commercial funding / enterprise
- Media / marketing
- Health and / or social care
- Retail
- Legal
- Quality assurance

Time Commitment

VisionPK's Board meets for 2-2.5 hours around six times per year; a Finance and General Purposes Committee, made up of some Board members, usually meet a few weeks before the Board. Our AGM is held annually; occasional short term working groups may run; training and development sessions are also offered to Trustees. VisionPK encourages its Trustees to participate in these sessions. A detailed induction will also be held, to familiarise Trustees with their role responsibilities, VisionPK's work and policies. Trustees will be reimbursed for their travel costs.

What next?

If you are interested in joining us on our journey, please contact Gwenn McCreath, Chief Executive, in the first instance on 01738 626969, or email her at gwenn.mccreath@visionpk.org.uk for more information. An application pack is available online at www.visionpk.org.uk Final applications should be sent to Gwenn McCreath at the above email address by 22 November 2019. Equalities monitoring forms should be sent to Jane.Alston@VisionPK.org.uk

Thank you for interest, we look forward to hearing from you!



Privacy Statement – Trustees

VisionPK is committed to protecting the privacy and security of personal information and being transparent about what we do with it.

We are a data controller which means that we determine the purposes for which, and the manner in which, any personal data are, or are to be, processed. We are registered as a data controller with the Information Commissioner's Office (Registration Number: Z3399048)

We collect your personal information as a part of the Trustee recruitment and appointment process.

We will use your personal information to administer your appointment as a Trustee, comply with Companies House Guidance for Filing and Disclosing Information and with the Scottish Charity Regulator's Guidance and Good Practice for Charity Trustees. We will also use your personal information to contact you for matters relating to your appointment as a trustee.

We will use your personal information to send you information about our services and support, including events and activities and/or our fundraising efforts. However, we will not send you such information if you have asked us not to.

We will not send you information by email unless you have asked us to.

We will never share or sell your information to other organisations for marketing, market research or commercial purposes.

In some cases, we need to process your personal information to ensure that we are complying with our legal obligations under Company Law. In other cases, where it is relevant and appropriate for us to do so, we use the legal basis 'Legitimate Interest' to use your personal information to administer your appointment as a trustee.

When considering if the use of your personal information is relevant and appropriate to how you are involved with us, we always assess your data protection rights and our business interests to ensure they are balanced. Please contact us should you have any queries about this.

We will not share your personal information with any other organisation unless we have a legal obligation to do so.

We will keep your personal information securely for as long as we need to for the purposes we collected it and in accordance with our Records Retention Schedule.

We have implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on electronic and paper-based systems. This protection covers improper access, use, alteration, destruction and loss.

You have the right to ask for a copy of the information we hold about you. Your rights also include the right to ask us to correct any inaccuracies in your information and to ask to have your personal data erased (subject to legal or record keeping exceptions).

If you have any queries about your rights and our responsibilities in respect to your personal information, please contact The Chief Executive, VisionPK, Perth & Kinross Sensory Centre, 14 New Row, Perth, PH1 5QA, telephone 01738 626969 or email info@visionpk.org.uk

You can also contact the Information Commissioner's Office on 0303 123 1113 or visit their website for more information at www.ico.org.uk



Equality and Diversity Monitoring

VisionPK is an Equal Opportunities Employer. We actively encourage applications from all sectors of the community.

In order to ensure our Equalities Policy is operating effectively, we would be grateful if you would complete the following pages fully. This information you provide in the first 3 pages is for monitoring and administration purposes only and will not be used in any part of the selection process.

In compliance with the Data Protection Act, VisionPK will treat all information contained within this form as confidential. No information will be divulged to other parties and will be used only for those purposes expressed. It is also VisionPK policy to destroy all materials relating to the recruitment process four months after the appointment has been made or notification of the unsuccessful candidate/s, if later.

Post applied for: _____ **Board Trustee**

ETHNICITY

What is your ethnic group? The categories below are based on Scotland's official ethnicity classifications.

White

- | | | |
|--|----------------------------------|--------------------------------|
| <input type="checkbox"/> Scottish | <input type="checkbox"/> English | <input type="checkbox"/> Welsh |
| <input type="checkbox"/> Northern Irish | <input type="checkbox"/> British | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Gypsy / traveller | <input type="checkbox"/> Polish | |

Any other white ethnic group (please write in)

Mixed or multiple ethnic group

Any mixed or multiple ethnic groups (please write in)

Asian, Scottish Asian or Asian British

Pakistani, Pakistani Scottish or Pakistani British

Indian, Indian Scottish or Indian British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British

Chinese, Chinese Scottish or Chinese British

Other (please write in)

African, Caribbean or Black

African, African Scottish or African British

Caribbean, Caribbean Scottish or Caribbean British

Black, Black Scottish or Black British

Other (please write in)

Other ethnic group

Arab

Other (please write in)

Rather not say

AGE

Date of Birth

Rather not say

DISABILITY

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental health difficulty and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

- Yes No Rather not say

GENDER

- Male Female
Transgender F to M M to F Rather not say

FAITH

Which group below do you most identify with?

- | | | |
|---|---------------------------------|---|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Baha'i | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu | <input type="checkbox"/> Jain |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Other (please write in)
_____ | | <input type="checkbox"/> Rather not say |

SEXUAL ORIENTATION

How would you describe your sexual orientation?

- | | | |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay man | <input type="checkbox"/> Heterosexual or 'straight' |
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Other | <input type="checkbox"/> Rather not say |

SOURCE

VisionPK Website	VisionPK Contact	Newspaper
Recruitment website	Publication	Other (please state)

How did you learn of this vacancy?