

March 2018

Position: Human Resources Trustee

Contact: recruitment@2050.scot

Background

The 2050 Climate Group is a youth run, youth led non-profit organisation of young professionals aged 18-35 across Scotland who share a commitment to actively engage in climate change action, to help Scotland transition to a low carbon economy and significantly cut carbon emissions by the target years of 2020 and 2050.

The 2050 Climate Group established as a charity in February 2017. Our charitable purpose is the advancement of education on climate change issues and leadership skills with the aspiration of engaging, educating and empowering the next generation of leaders to take action on climate change, thereby advancing environmental protection and improvement.

We have committed ourselves to lead the change, to inspire, and be inspired by others and to start a movement of passionate, like-minded individuals who want to ensure a sustainable future beyond the year 2050. In our three years of operations and one year as a Scottish Charitable Incorporated Organisation (SCIO) we have achieved significant successes, including but not limited to: training over 300 young people through our Young Leaders Development Programme, winning the Scottish Green Energy Awards for Skills Contribution in 2017, winning the UK Energy Globe Awards in 2017, been invited to speak about our work at three consecutive UN climate change conferences, and many more.

At this time, we are recruiting a new Trustee with expertise in human resources to join our Board to help govern and lead the organisation through its next phase in Scotland and beyond. This individual will help guide the organisation through this exciting next stage as we develop our small staff team and invaluable volunteer team.

The Role

The Board of Trustees and each individual Trustee is responsible for governing the organisation. It is a **voluntary position** that will give you the opportunity to oversee, influence and shape the future of the 2050 Climate Group. Each Trustee has a statutory duty to act in the interests of the organisation and, in particular, must seek to ensure that the organisation acts in a manner which is in accordance with its purposes. It is also a requirement that each Trustee and the Board act with due care and diligence. It is a core value that our organisation is for young people, run by young people, and our Board of

Trustees brings together a diverse range of individual young people and skill sets and seeks to lead by example with regards to promoting young people and pursuing equality and inclusion.

Board members are expected to attend monthly board meetings, and strategic sub-group meetings, undertaking duties and activities that support the charity.

Opportunities

The role of a Trustee offers the opportunity to develop personally and professionally and contribute to a significant and growing movement in Scotland. Not only do we offer opportunities for skills development, training and leadership, but as a Trustee you will also have the opportunity to publicly represent the organisation and meet high profile stakeholders. In addition, we are very proud of the organisational culture that we foster and joining our Board also means joining a supportive, friendly, and ambitious network of young people.

Responsibilities

Trustees are responsible for overseeing the good governance of the organisation and adhering to the organisation's Code of Conduct. They are tasked with establishing and ensuring the direction and strategic framework of the charity, including setting targets and patterns of reporting, always in pursuance of the visions and values of the charity. The Board of Trustees are responsible for agreeing the programme and priorities of the charity, for ensuring sufficient funding for its operations, for establishing the strategy, and for maintaining and developing external networks and partnerships. This role includes:

- Work with other Board Trustees to ensure the 2050 Climate Group is suitably equipped and acts as a responsible employer in accordance with relevant employment legislation and guidelines.
- Having an up-to-date knowledge of the 2050 Climate Group's organisation, its values and principles, and its operating environment;
- Actively engaging in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. Acting collectively at meetings and accepting a majority decision;
- Know and understand the duties and activities required to fulfil the role, including the legal obligations that underpin them. This includes being familiar with the organisation's Constitution.
- Acting at all times in the best interests of the 2050 Climate Group, ahead of any other professional or personal interest. They should be aware and open about any potential conflicts of interest, and at all times consider what is best for the organisation and its beneficiaries to avoid bringing the 2050 Climate Group into

2050 Climate Group

A Scottish Charitable Incorporated Organisation (Scottish Charity Number SC047206).
c/o Young Scot, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5LZ

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disrepute.

- Act with integrity and be worthy of the trust invested in the role. Trustees should ensure that they act at all times in the best interests of the 2050 Climate Group, ahead of any other professional or personal interests and in accordance with the Conflicts of Interest Policy.
- Commit to a minimum of 7 out of 12 Board meetings per year, and no more than three consecutive absences, as well as be necessarily prepared for Board Meetings.
- Act in accordance with the 2050 Climate Group’s Financial Policies and Procedures, Data Protection Policy, and other policies.
- Respect confidentiality, and work considerately with all, respecting diversity, different roles and opinions, and avoid giving offence.
- Seek to have constructive and respectful communication and coordination with other Trustees, volunteers and employees, and when necessary use the appropriate procedures for managing concerns about performance and for responding to grievances or complaints.
- Represent the organisation externally where necessary.

Person Specification:

Ultimately, we care less about the number of years of experience than we do about what attributes and skills you can bring to the organisation. However, we are looking to fill a capacity gap within our organisation, and so at this point we are looking for clear alignment with these skills and experience.

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> ● Experience in a Human Resource related role ● Experience in resource planning and recruitment 	<ul style="list-style-type: none"> ● Experience managing volunteers and staff
Knowledge	<ul style="list-style-type: none"> ● Familiar with relevant Employer legislation and requirements ● Keen to learn and stay informed ● Interest in sustainability, climate change, young people and affecting change 	<ul style="list-style-type: none"> ● Knowledge of Scotland’s (UK, EU or International) context, climate change legislation or political environment would be a bonus!

	<ul style="list-style-type: none"> • Can relate to and support the experience of young people in the low carbon transition 	
Skills	<ul style="list-style-type: none"> • Strong communication skills, particularly with remote technologies • Strong organisational skills • Ability to manage time effectively and stick to deadlines 	<ul style="list-style-type: none"> • Ability to inspire and influence young people from a range of backgrounds • Ability to make decisions and lead an organisation of volunteers • Relationship building and dispute handling
Personal Attributes	<ul style="list-style-type: none"> • Ability to work well in teams • Personal drive and energy • Committed to enabling positive change in society • Personable, self-confident and flexible • Commitment of a minimum of 8 hours per month to the organisation 	<ul style="list-style-type: none"> • Willing to be a part of our movement of young people leading the low carbon transition.

Additional Information:

As an organisation we are committed to prioritising opportunities for young people (18 - 35 years) across all of our teams, including our Board of Trustees. We are also keen to improve the diversity of our board and particularly welcome applications from people who reflect the diverse nature of Scottish society, including people from minority ethnic backgrounds and people with lived experience or professional experience of physical and/or learning disabilities. Please get in touch with us if you have any questions or concerns about your application.

While this is a voluntary role, travel expenses will be covered for attendance at Board meetings.

How to Apply:

We will be accepting applications until **5pm on Sunday 15th April 2018.**

Interviews will tentatively take place on the 21st of April 2018. Notification of

interview will be sent out in the week commencing 16th April 2018.

In order to be considered for this position, please complete the [application form](#) and upload a CV of no more than 3 pages.

The 2050 Climate Group is committed to actively promoting equality and diversity in all of our work. In line with the Equality Act 2010, we ask that all those applying also complete our Equal Opportunities form in the application form. This will not influence the outcome of your application.

Data Protection

The 2050 Climate Group will only process this information for the purposes of assessing your application and managing the recruitment process. It will not be shared with any third parties. Your information will be stored securely on our GoogleDrive. Unsuccessful applications will be retained for six months; successful applicant details will be stored indefinitely, for the purposes of managing the charity. For more information on how we manage personal data, please see our [website](#).