



Green Aspirations
Scotland CIC

Director Recruitment Pack February 2018

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Recruitment Process

Green Aspirations Scotland CIC is now in its fifth year of operation. We are proud to deliver a strong portfolio of woodland-based activities, including workshops, holiday clubs, and youth and community projects.

In order to help us continue to develop and prioritise, we are seeking applications from enthusiastic volunteers to take up positions on our Board of Directors. We currently have one full-time staff member and director, three voluntary directors, one apprentice, and a number of sessional staff and long-term volunteers. We would like to have up to seven directors to oversee the running and development of our organisation.

Our process and timescale for recruiting new directors is:

Confirm or express your interest and submit CV

Those interested in becoming a Director are requested to submit their CV along with a short explanation of how you would contribute to Green Aspirations, including your relevant skills and strengths, ideas, and prior relevant experience.

Please submit these by email to Morna Tinto (mornatinto@gmail.com) or Nancy Bailey (endrick.water@gmail.com) by **Friday 2 March 2018**.

Group interview

In mid-March, we will hold a group interview with the candidates. This will give you a chance to meet the staff and directors, and enable us to look at how skills can be shared across the team.

Appointment and induction:

We will then appoint new directors prior to our Open Day which will be held in early April 2018.

About us

At Green Aspirations, we take pride in having created a real sense of culture and believe this reflects our values which include:

Learning Encouraging Creating Practical Resourceful Everyone can contribute Person centred	Professional Realistic goals Clarity Communicative Organised Forward thinking Committed Ethical	Fun Joy Social Freedom Teamwork Improving environments Connection	Empowering Confidence Responsibility Achievement Everyone is valued Ownership Initiative Enabling
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What we deliver:

We use a set of woodland-based activities to underpin our work with a wide range of groups and run:

- Workshops and training courses.
- Birthday parties.
- Kids clubs – Wee Skelfs is a successful outdoor activity learning programme for young people during school holidays.
- Schools outreach programme – run term-time on an annual basis, currently have a ten-day programme in February with Ballikinrain School which supports children on the autism spectrum.
- Apprenticeships – currently supports one apprentice.
- Spoon Hoolie – an annual three-day event with guest workshop hosts and trainers, now into its second year.
- Corporate volunteering and away days – these are currently occasional and could be expanded in the future.
- Projects – these can be long- or short-term; they generally have their own grant funding and are run with a series of partners.
- Volunteer days – run weekly in the woods; jam spoon sessions – run monthly

Green Aspirations works with many partners. This can be through different programmes either with funders, lead partners in projects or other delivery partners as well as the client groups. Current partners include:

- Stirling Council Ranger Service
- Killearn Community Futures Company
- Forestry Commission Scotland
- Argyll & the Isles Coast & Countryside Trust
- Friends of Plean

Behind the scenes:

Of course, these activities don't happen by themselves and behind Green Aspirations is a dedicated team of directors, staff and volunteers.

The current directors and staff enjoy being involved because we:

- create opportunities
- love outdoor learning
- love nature
- get to play with tools and participate in activities
- can deliver an environmental message by stealth
- learn through fun
- have return customers
- see folks change as they discover themselves and their confidence

At Green Aspirations:

- every day is different
- staff and clients have the freedom to use their own initiative
- user groups develop a real sense of ownership of the organisation and the woods

Activities happening in the background include:

- Board meetings – reporting, organising, setting agendas, taking minutes and attending bi-monthly meetings.
- Finance – budgeting, day-to-day bills, banking, managing the accounts, annual reporting to Companies House, grant applications (including monitoring and reporting to funders).
- Policies and procedures – ensuring the appropriate policies and procedures are in place, maintaining a current knowledge of legislation; writing, training, reviewing and updating; designated responsibilities (e.g. for data protection, children and vulnerable groups, health and safety).
- Marketing – social media, editorials, networking, advertising, website design and maintenance.
- Staff management – recruitment, training, support, developing new roles (e.g. apprenticeships, sessional staff).
- General administration – enquiries and bookings.
- Events management – development work, site maintenance, support before/during/after

Skills and Qualities

There are lots of ways to get involved and lend your skills to developing and running Green Aspirations.

We are specifically looking for candidates with some of the following skills:

- Communication
- Financial management
- Marketing
- Understanding of education (e.g. someone with an education background and/or connections)
- Organisational growth (e.g. the corporate market is one we have yet to fully explore and develop)
- Grant funding/ fundraising experience
- Staff management
- Mentoring
- Succession planning
- Reporting systems
- Administration – we could use help to develop our booking system
- IT (e.g. website development)
- Health & safety
- Stakeholder management
- Networking and working in partnership
- Project management
- Understanding / experience of social enterprise

Qualities that help us all gel together and work to our strengths include:

- Sense of humour
- Teamwork
- Patience
- Respect

Your Role as a Director

What does being a CIC mean?

Green Aspirations Scotland is a Community Interest Company (CIC). This means that we are a limited liability company created with the specific aim of providing benefit to a community and as such our assets are locked within the organisation. As a social enterprise, we combine the pursuit of our social purpose with commercial activities. As a CIC, we cannot be a charity, but our CIC status ensures that we are recognised as a 'not for profit' organisation. 'Not for profit' does not mean that we cannot make a profit and indeed we need to make a profit in order to ensure our fiscal responsibilities and deliver our purpose. The 'not for profit' expression means that any profits we make are reinvested directly into the organisation and not distributed (for example, to shareholders). We operate to our Memorandum and Articles of Association and all directors are required to read and understand these.

Responsibilities:

Our Directors are responsible for providing good governance and leadership by understanding their roles and responsibilities which include:

- the strategic direction of the organisation
- setting and safeguarding our vision, values and reputation
- ensuring we meet the rules laid out in our Memorandum and Articles
- developing and following effective Board procedures
- accountability and legal duties
- transparency of the organisation
- overseeing our work

Our full-time member of staff is responsible for:

- day-to-day running of the organisation, including health and safety
- delivery and coordination of activities
- management of sessional staff and volunteers
- reporting to and liaising with the Board of Directors.

As our full-time member of staff is also a Director, it is important we understand and be clear about the different roles he delivers.

Roles and opportunities:

We have a number of named roles on our Board including:

- Chairperson
- Vice chairperson
- Secretary
- Treasurer

and can create specific roles as we require (e.g. Marketing Director, Volunteer Coordinator, Health & Safety etc.)

Liabilities:

As a director you are also a member of the organisation. You will be required to register with Companies House as a director and as a member are subject to the liabilities outlined in our Articles of Association which include limited liability of £1 should the company be wound up. It should be noted that this limited liability does not cover cases of negligence.

Attending Board meetings:

You will be required to attend board meetings, which are generally held on a bimonthly basis.