



HELP US UNITE THE COMMUNITY

BECOME A DUNDEE UNITED COMMUNITY TRUST TRUSTEE

Dundee United Community Trust (DUCT) is today launching a recruitment process for individuals to join its Board of Trustees.

The following is an introductory guide to the process. Please read this fully prior to submitting an application.

BACKGROUND

Dundee United Community Trust is a charitable organisation which was established in 2008 by ArabTRUST and was formerly known as United for All. Historically, the charity aimed to raise funds for good causes in the local area. Whilst this still makes up part of our activities, our focus is on the provision of activities and projects and as such we aim to use the brand of the football club to bring about positive change for targeted groups within the local community.

In April 2017 we became the Official Charity Partner of Dundee United Football Club, taking on all community engagement activity on their behalf.

OUR MISSION

To use the Dundee United brand to improve the lives of people in Dundee and the surrounding areas.

VISION

Our vision is to be the most innovative and impactful football community trust of its kind in Scotland, recognised as a key player in sport and community development locally and a strong example of best practice in Sport for Change.

CORE VALUES

Our core values guide everything we do as a Trust. We endeavour to:-

- Operate in an ethical and transparent manner and always try to do the right thing.
- Show respect for all, irrespective of ability, age, gender, race, religion or sexual orientation.
- Be innovative in the delivery of our projects to ensure they provide the best value for money.
- Support our staff and volunteers by investing in their personal development.
- Respond to appropriate feedback and constantly seek to improve.

SCOPE OF WORK

We have identified five new strategic areas in which to focus our resources. This is our defined scope of work over the next five years.

I. EDUCATION

We will provide curricular enriching projects in partnership with local schools that help close the attainment gap as well as being flexible to the needs of the community in other areas of education including adult education.

II. HEALTHY LIFESTYLES

We will support people to become more active as well as encouraging those already active to retain a healthy lifestyle as well as enhancing activities which will help improve mental health and wellbeing.

III. SUPPORTING THOSE IN POVERTY

Those living in areas of multiple deprivation will be supported and inspired to change their lives for the better. We will work with key partners to provide opportunities for those in most need to develop and grow.

IV. OLDER PEOPLE

We will work with partners to identify older people in need, which includes those most at risk of isolation and develop and deliver a programme of activities and services which minimises the risk and impact of loneliness, improving health and wellbeing as a result.

V. EQUALITY AND DIVERSITY

We will be united in challenging inequalities faced by the people in the communities we work within and strive to ensure fair treatment and opportunity for all – regardless of age, race, gender, ability or any other factor.

OUTCOMES

The key outcomes we will achieve in delivering the activities are:

- Raise Aspirations
- Reduce the attainment gap
- Improve physical health and mental well-being
- Bring people together
- Build resilience
- Reduce inequalities
- Develop people

CURRENT BOARD

David Dorward chairs the Board of Trustees at DUCT and has done so since 2016. He is currently supported by eight other Trustees (three representing ArabTRUST, a further two Trustees from Dundee United FC and three independent Trustees) and we have spaces on our Board to appoint up to a further three independent Trustees.

SKILLS WE ARE LOOKING FOR

In summary, we would welcome applications from any candidate who feels they can make a positive contribution to the future growth of DUCT.

The following skills are desirable but not necessarily essential:-

- Relevant professional qualifications, experience and expertise at senior management or Board level with a focus on the third (charity) sector
- Experience in working with local community groups, those affected by poverty, seeking refuge and asylum or with BME groups
- Experience working on developing and sustaining new income streams in the third sector

All Trustees are expected to uphold and represent DUCT's purpose, vision, values and mission in a personal and professional capacity.

While it is desirable that any incoming Trustee will be a Dundee United supporter, this is not an essential factor. The Board of Trustees will consider any applicant who demonstrates the right skills to help take DUCT forward.

COMMITMENT

Trustees will be expected to actively participate in the development of DUCT and this will include but is not restricted to:-

- Attending regular Trustee Board meetings
- Attending the Annual General Meeting
- Participate as appropriate in some events and opportunities that occur within the programme of delivery
- Whilst the role is unpaid, reasonable expenses are payable associated with relevant Trustee activity (subject to prior approval)

ESSENTIAL INFORMATION

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role. They must also be eligible to act as a Company Director and Charity Trustee and will require to consent to a PVG check prior to their appointment being confirmed.

STATEMENT OF DUTIES

The responsibility of a Trustee is to direct the affairs of Dundee United Community Trust through efficient, effective and accountable governance ensuring that the organisation is solvent, professionally run and that it acts in accordance with its aims and objectives.

Trustees are responsible and accountable for the overall strategic leadership and direction of Dundee United Community Trust, safeguarding the assets, reputation and ethos of the organisation by promoting its work and upholding Dundee United Community Trust's core values. Specifically, the duties of a Trustee include the following:-

- To seek to advance the aims of Dundee United Community Trust to be a charity for families, supporting all generations within the communities we serve by leading, coordinating and facilitating meaningful activities where need is identified.
- To approve the strategic direction of Dundee United Community Trust, in conjunction with the Chair, other Trustees, the Head of Operations and the staff team.
- To proactively participate in and be responsible for Trustee Board decisions, with due regard to advice from the Head of Operations and the staff team.
- To monitor organisational performance against agreed outcomes and targets.
- To assist, as required, the Chair and Trustees to appoint Dundee United Community Trust's Head of Operations.
- To contribute specific skills, knowledge and experience to assist the Trustee Board to discharge its responsibility and to reach sound decisions. This may include involvement in sub-committees, scrutinising reports and consultation, leading discussions and chairing or attending working groups as well as providing specific advice and guidance on issues where a Trustee has particular expertise.
- To develop a constructive and effective working relationships with other Trustees, the Head of Operations and staff team.
- To act in the interests of Dundee United Community Trust, putting organisational interests before own interests or those of any other person or organisation; declaring any potential conflict of interest.
- To uphold and represent Dundee United Community Trust's purpose, vision, values and mission in a personal and professional capacity.
- To contribute to the governance of Dundee United Community Trust within best practice frameworks, ensuring the organisation complies with the provisions of the Companies Act, the Charities and Trustee Investment (Scotland) Act 2005 and any appropriate legislation, including guidance from the Office of the Scottish Charities Regulator (OSCR).
- To act with the care and diligence that is reasonable to expect within a Trustee's responsibilities, ensuring that Dundee United Community Trust operates in a manner consistent with its specified purpose as laid out in the Articles of Association; any other governing documents and with reference to OSCR's Guidance for Charity Trustees.

GUIDANCE FOR CHARITY TRUSTEES

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity Trustees in Scotland. Guidance for Charity Trustees https://www.oscr.org.uk/media/2728/v10_guidance-and-good-practice-for-charity-trustees.pdf

GENERAL DATA PROTECTION REGULATION

Trustees should be aware that Dundee United Community Trust is required to share their personal information in the following ways:

- As a Company Limited by Guarantee, Dundee United Community Trust must register Trustees as directors with Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)

APPLICATION PROCESS

To request an application form, please email recruitment@dundeeunitedct.co.uk.

The deadline for receipt of applications is Friday, 4th October 2019.

Applicants may be invited for an initial informal meeting with David Dorward (and/or other current Trustees).

A formal interview process will then take place for short-listed candidates involving a sub-group of Trustees.

The appointment is subject to approval at Dundee United Community Trust Annual General Meeting.