



Lead the way in  
helping young  
people achieve a  
positive destination.

Trustee Recruitment

# Introduction



Hi,

Thank you for your interest in joining our board. If you have life experience to share and a passion for helping others, read on!

We are currently looking for trustees who can help shape and deliver our strategy to ensure as many young people as possible find their futures through employment, education or training.

Works+ has been supporting young people in the Scottish Borders since 2018. Our unique approach prioritises confidence and wellbeing alongside developing skills and employability options.

As we have developed, our work has undergone a drastic transformation as we've adapted and diversified our delivery offerings. We now not only provide services to a much greater number of young people in the Scottish Borders, but we've expanded operations to deliver services for parents who are struggling to get back into work. We're hoping to build a Board of Trustees as diverse as the people we serve.

You'll help govern the direction of Works+ alongside a team of trusted senior professionals. You'll have access to all necessary training and reimbursable expenses, and the chance to actively improve the outcomes of young people in our community.

Please see the following documents for more information about Works+ and explore how you can help us!

# As a trustee you will have the opportunity to:

- Contribute to the board by giving firm strategic direction, setting overall policy, defining goals and evaluating performance against agreed targets.
- Ensure the stability of the organisation and proper investment of our funds.
- Ensure the board and organisation have equality, diversity and inclusion at the heart of all decision making.
- Represent the organisation.

Whether you are an experienced board member or advisor, or if you're just looking to expand your horizons, we would like to hear from you!

Works+ is committed to supporting and championing diversity. We're hoping to establish a board as diverse as the communities we serve, and the people that work and volunteer with us.

Are you a creative and committed individual with good judgement, team working skills and the will to speak your mind on important matters?



# About Us

## Leading the Way Across the Scottish Borders

Works+ helps young people from across the Scottish Borders to find a path that is right for each individual and then supports them on that journey.

We are an established SCIO whose the main purpose of supporting young people aged between 16 -24 in gaining confidence to take positive steps towards employment, a return to education, training, or long-term volunteering.

We are passionate about promoting inclusivity and a positive work culture, and we aim to ensure our staff, volunteers, trustees and the people who use our services equally enjoy a circle of safe, happy and rewarding experiences.

Our target is to help a minimum of 60 young people each year!

82% of young people were helped into positive desination, which could be training, futher or higher education and employment.

Our innovative work includes fully-inclusive employability programmes for 16-24 year olds and parents looking to get back into work.

Accredited training in Emergency First Aid, Food Hygiene, Basic Manual Handling at Work and SCQF Level 4 in Personal Money Management are also available through Works+.



# Our Future

Our 2025– 2028 Strategy

Our Vision – We want a Scottish Borders where those who want to work, can work.

Our Method Includes:

- Working with partners and employers to remove the barriers to employment.
- Building confidence and skills through tailored 1:1 support.
- Continuing to support to help sustain employment.
- Remaining truly person-centred.



# By 2028 We Want To See:

- Growing income through diverse funding avenues.
- Digital solutions maximised for back office and front-facing functions.
- Works+ as a brand leader in employability support, with an expansive supporter network and multiple communication channels.
- Operations beyond Galashiels, covering the whole of the Scottish Borders.
- More young people and adults in employment, education or training.





# Role Profile

## Title: Trustee

### Accountable To: The Chair of the Board

- The purpose of this role is to operate as part of a diverse leadership team, ensuring high standards of governance and diversity are evident across the board.
- Competently deliver trustee duties, and cooperate effectively with others in delivering Works+ vision, mission and values.
- Ensure that high-quality relationships are developed with internal and external stakeholders.

# As a trustee you will:

- Ensure our charity is effectively governed and administered.
- Ensure our charity complies with its own governing document.
- Ensure finances are utilised in pursuance of our charitable objectives.
- Ensure our charity remains stable.
- Attend board meetings and contribute to discussions on our activities, targets and achievements.
- Help set our policies, define our goals and evaluate our performance.
- Ensure equality, diversity and inclusion are at the heart of every decision.

# Commitments

- Attend meetings; reading and reviewing relevant documents in advance.
- Participating in trustee development and training programmes.
- Leading discussions, providing insight during trustee deliberation and offer suggestions regarding new initiatives.
- Operate as part of a diverse leadership team, ensuring high standards of governance and diversity of perspective are evident across the board.
- Competently deliver trustee duties, and cooperate effectively with others in delivering Works+ vision, mission and values.
- Ensure that high-quality relationships are developed with internal and external stakeholders.
- Trustees should aim for fair attendance at board, committee and strategy meetings, unless there are exceptional circumstances.

- Works+ Board of Trustees meets every 6 weeks in Galashiels or via Teams (1-2 hours).
- The Board meets once a year for Strategy Development/Review sessions (3-5 hours).
- The Board may allocate sub-committees to research and recommend special areas of interest, policy or opportunity (1-5 hours a month).
- As Works+ holds a register of interest it is asked that Trustees are expected to update interests so that the register remains up to date.
- Serving as a Trustee is a voluntary position, however, exspenses can be reimbursed.
- All Works+ Trustees are required to undergo a PVG check and take part in child protection training. This will be covered by the organisation.



# Person Specification

**An effective trustee can come from any walk of life; your personal values are just as important as your skills and experience.**

## **As a Trustee You Will Need:**

- Commitment to the organisation.
- Effective teamworking skills.
- Ability to think creatively.
- Willingness to speak your mind.
- Ability to challenge and question things constructively.
- Understand and agree to the necessary legal duties, responsibilities and liabilities of trusteeship.
- Accountability – working cooperatively at all times.

# You may also have experience with the following:

- Risk governance – understanding and managing the risks we face at the human, property and charity levels.
- Scenario planning – enabling decisions to be flexible dependent on circumstances.
- Experience within a youth work or employability setting, professionally or as a participant.

Whilst these things would be beneficial they are not essential requirements.



# How to Apply

**Please send CV and accompanying cover letter, which outlines why you would be a good fit for the role to:  
[michael@worksplus.works](mailto:michael@worksplus.works)**

Do you have a creative mindset, governance skills and a strong sense of social responsibility? Get in touch today!



For more information or an informal chat please feel free to contact our Chair Michael here:  
[michael@worksplus.works](mailto:michael@worksplus.works)