



**WAVERLEY**  
**care** Positive about HIV, Hep C  
& Sexual Health in Scotland

# TRUSTEE RECRUITMENT PACK

## Treasurer



April 2022

# About Waverley Care

Waverley Care is Scotland's HIV and Hepatitis C charity. For the past 30 years, Waverley Care has been at the forefront of Scotland's response to HIV and hepatitis C. Our history has been characterised by our ability to adapt to change, both to the needs of people living with or affected by HIV and/or hepatitis C, and to the political and economic realities around us. We are proud of our achievements and recognise the considerable progress that Scotland has made, however we also know that there is so much more to do.

As we emerge out of the pandemic, we are also entering an exciting new chapter in our history, with the launch of our 2022-2027 strategic plan.

For more information about Waverley Care, please visit our website at [www.waverleycare.org](http://www.waverleycare.org).



## VISION

A Scotland where no-one faces HIV or hepatitis C alone. Where it is simple to find out your status and access the support you need. Where stigma no longer exists, and open conversations about HIV, hepatitis C and sexual health are the norm.



## MISSION

Our mission is to be there for anyone in Scotland affected by HIV and hepatitis C, ensuring everyone is part of the progress we make.



# WAVERLEY CARE STRATEGIC PLAN 2022-2027

## Our 5 Key Priorities



## Principles

Support

Prevent

Influence

## Foundations

Digital  
Transformation

Sustainable  
Income

Inspiring  
Communications

Investment in  
People

# About the Board

Waverley Care's Board brings together a group of elected Trustees who are there to oversee the governance of the charity.

Together our Trustees:

- > **Ensure that the needs of the people we work with are put first, and that we remain true to our stated purpose**
- > **Set our overarching strategic direction and provide support to the executive management team in overseeing its implementation.**
- > **Ensure that the charity's resources are managed responsibly**
- > **Exercise overall control of the charity's business operations**
- > **Raise the profile of the work we do, and support the promotion of fundraising activities**

To better enable the Board to deliver on these responsibilities, we recruit individual Trustees with a diverse range of skills and experiences, both personal and professional, to their roles.

Our current Trustees bring extensive experience from the fields of business, law, communications and health and social care.

The Board currently has one sub group – Finance and Fundraising – to provide additional scrutiny to this important area of our work. There are also opportunities for Trustees to get involved in short life working groups to progress areas of strategic importance.

Our board positions are voluntary, unpaid positions but reasonable expenses are covered.

## Board Vacancy - Treasurer

We are currently looking for a Trustee to join our Board and to serve as our Treasurer. Previous experience of being a charity Trustee is not essential as training and mentoring will be available to the successful candidate to develop their skills if necessary.

Our ideal candidates will bring with them a wealth of professional experience in accountancy and/or finance, and a good understanding of financial management and reporting. Additionally, they should be able to communicate and explain financial information to members of the Board and other stakeholders in plain language.

They will also share our values and believe passionately in supporting vulnerable people to overcome inequalities to improve their health and wellbeing and have a strong understanding of the challenges facing charities in Scotland.

If that sounds like you, we would love to hear from you.

## The Role of Treasurer

All Trustees play a crucial role in setting the strategic direction for the charity and its work, and we want to attract people with diverse skills and experiences, both personal and professional, to support that aim.

In addition to joint responsibility with the other board members for the governance of the charity, the Treasurer plays a key role in ensuring effective financial governance of the charity including:

- > **Chairing the quarterly Finance and Fundraising Sub Group and reporting back to the full board**
- > **Working with the Executive Management Team – Head of Corporate Services and Chief Executive – to ensure that the charity has effective financial processes in place and that all key financial risks are identified and mitigated**

For more information on the roles and responsibilities of being a trustee see:  
[www.oscr.org.uk/managing-a-charity/trustee-duties](http://www.oscr.org.uk/managing-a-charity/trustee-duties)

# Person Specification - Treasurer

To help ensure that our Board can play an effective role supporting our work, we want to promote diversity among our Trustees We particularly encourage applications from women, trans, disabled, and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are currently underrepresented on the board.

## QUALIFICATIONS AND EXPERIENCE

- > **Strong financial management or accountancy qualification**
- > **Experience of managing and setting budgets, analyzing and interpreting management accounts**
- > **Understanding of key financial risks and how to mitigate**

## SKILLS AND KNOWLEDGE

- > **Understanding of the strategic and financial challenges facing charities in Scotland**
- > **Ability to think strategically, with strong influencing and negotiating skills**
- > **Ability to prepare and present financial analysis, identifying opportunities and risks of operational proposals and making recommendations to the Board**
- > **An excellent communicator, confident, expressing their views and opinions**

## VALUES AND BEHAVIOURS

- > **Commitment to the work and values of Waverley Care**
- > **Willingness to devote the necessary time and effort to the role**
- > **Good independent judgement and ability to think creatively in the context of the organisation and the external environment**
- > **Self-motivated and flexible**
- > **A team player with the ability to develop good working relationships with other Trustees, the Executive Management Team and staff**

## Time Commitment

As a Trustee, you would be expected to attend six full Board meetings per year (held bi monthly). These are normally held in Edinburgh city centre, and while we encourage trustees to meet in person, a virtual option is availability.

The Treasurer is also chair of the Finance and Fundraising Sub Group which meets quarterly on a virtual basis. The Treasurer may also be invited to meetings relating to the annual audit process.

In addition to these official meetings, Trustees will also be invited to attend occasional Board and Organisation-Wide Development Days. These events offer an opportunity for the Board to meet staff, learn about the work of Waverley Care and discuss strategic direction as we move forward.

## How to Apply

To apply to join our Board as Treasurer, please send a CV and covering letter, stating why you are interested in joining the board to: [grant.sugden@waverleycare.org](mailto:grant.sugden@waverleycare.org)

The closing date for applications is 5pm on Monday 30th May 2022.

Following the closing date, candidates will be shortlisted and the selection process will follow the process below:

Candidates will meet with a small panel, including the Chief Executive and a Trustee to hear more about the role, and for the panel to learn more about each candidate's unique skills and experience

Any recommendations on appointment will then go to the full board for approval

For an informal conversation about the role, please contact Grant Sugden, Chief Executive, on [grant.sugden@waverleycare.org](mailto:grant.sugden@waverleycare.org)