

sve



**SVE CHAIR
RECRUITMENT**

Dear applicant...

Thank you for your interest in becoming the Chair of the Board at Stirlingshire Voluntary Enterprise (SVE). This is a vital leadership role, offering the opportunity to shape the strategic direction of SVE and support a thriving third sector in Stirling.

As Chair, you will ensure that the Board provides clear strategic leadership aligned with SVE's purpose, vision, and values. You will oversee governance, ensuring that the organisation has a strong strategy, measures performance effectively, and operates with integrity, accountability, and transparency. A key part of your role will be to foster an inclusive, collaborative Board environment, ensuring that all Trustees contribute to decision-making and uphold the highest standards of conduct.

You will work closely with the CEO, providing guidance and support while respecting the distinction between governance and operational management. Additionally, you will help manage organisational risk, safeguard financial sustainability, and act as an ambassador for SVE.

If you are a strategic leader with experience in governance, financial oversight, and Board leadership, we would love to hear from you.

If you would like to discuss the role before applying, please contact our current Chair Emma MacGregor at chairs@venterprise.org.uk.

We appreciate your interest and look forward to the possibility of welcoming you as our new Chair.

SVE Board

543

Charities

41,000
volunteers

157

Social enterprises

Stirling's 3rd Sector

Leaders appreciate
accurate information

Stirling's diverse third sector is made up of charities, social enterprises, voluntary and community groups.

The third sector supports people, runs services, and offers activities and opportunities. Third Sector organisations are run by volunteers (trustees), and use any money they receive for their beneficiaries.



Stirlingshire Voluntary Enterprise (SVE) is the development and partnership agency for the third sector in Stirling. Our members are locally based charities, social enterprises, voluntary and community organisations.

We are proud to be the third sector interface (TSI) for Stirling- and work closely with other TSI's across Scotland through the TSI Scotland Network.

We connect, we organise, and we deliver:
united we are Stirling's third sector.

VISION

Stirling is thriving. All citizens have opportunities to connect with their community, and work together to deliver outcomes that will improve lives.

MISSION

Strengthen the third sector voice and capacity in Stirling to deliver progressive community-led change, by brokering partnerships and connecting people, ideas and resources.

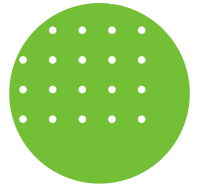
VALUES

Partnership - We enable partnership and collaboration across society.

Priorities - We tackle the root causes of poverty and inequality through our work.

Practice - We strive to constantly improve and value feedback and involvement from stakeholders to strengthen our work.

Role Description



Role Title: Chair of the Board of Directors

Remuneration: The role of Chair is not accompanied by any financial remuneration however expenses related to SVE business will be reimbursed in accordance with SVE's Expenses policy.

Location: Stirling

Reporting to: Board of Directors and SVE Members

Time commitment:

- 4 x 2-3 hr Board meetings per year (In person x 2 and MS Teams x 2)
- 1 x Annual Board Development Day (1 day)
- 1 x Annual General Meeting (half day)
- Trustee 1-2-1s (every 6 months)
- Board subgroup participation (as required)
- 6 weekly 1-2-1s with the Chief Executive Officer (approx. 2 hrs each)

Principal responsibilities

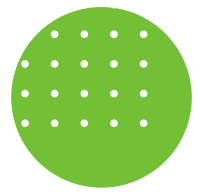
Key responsibilities of the Chair have been structured around the five pillars of the Scottish Third Sector Governance Code.

Organisational purpose

- Ensuring the Board is clear about the purpose and values of the organisation.
- Ensuring that the organisation delivers activities in accordance with its stated purpose.

Strategic leadership

- Ensure that the Board provides strategic direction in line with the organisation's purpose, vision and values.
- Provide leadership in relation to the governance of the organisation ensuring that the organisation has a clear strategy to achieve its purpose.
- Provide support to the CEO respecting the difference between governance and operations.
- Ensure that delivery against strategic objectives and that performance indicators are measured and reported on.



Board behaviour

- Ensure that the Board demonstrates mutual respect, integrity, openness and accountability including Trustees behaving in a way that demonstrates SVE's vision and values.
- Create a constructive environment where different views are respected, welcomed and that decisions are reached collectively.
- Make sure SVE promotes equality, diversity and inclusion and incorporates these principles and ethical standards in the policies, practices and culture of the organisation.
- Manage conflicts of interest in line with the law, SVE's governing document and SVE's conflicts of interest policy.

Control and Risk Management

- Ensure that the Board reviews major risks and associated opportunities and satisfies itself that systems are in place to take advantage of opportunities and manage and mitigate risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of SVE, with systems in place to ensure financial accountability.
- Create a safe and respectful environment for all and meeting SVE's safeguarding responsibilities.

Effectiveness

- Ensure that the governance arrangements are working in the most effective way for SVE and within the agreed memorandum and articles of association.
- To establish and ensure an effective Board subgroup structure.
- To regularly review the skills of the Board and encourage training and development of Trustees.
- Ensure that there is a Trustee recruitment strategy that proactively seeks the skills and experience required to deliver on SVEs strategy.
- Make sure that meetings are well-organised, well-informed and effectively chaired, and that people actively take part.

Other duties

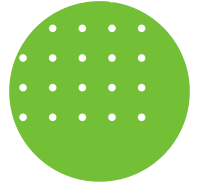
Relationship with the CEO and staff team

- Develop and maintain productive working relationships with the CEO.
- Conduct an annual appraisal for the CEO in consultation with the Board.
- Ensure that the CEO has the opportunity for professional development and has appropriate support.
- Support the development of an open and inclusive relationship between the staff team and the Board.

External Relations

- Act as an ambassador for SVE
- Maintain close and politically neutral relationships with key members of the Government, Funders and Partners, when appropriate, and with key influencers.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings and events as appropriate.

Person Specification



Essential for all SVE Trustees

- Live, work or volunteer in Stirling.
- Knowledge and understanding of current issues in the third sector.
- Understanding of the legal duties, responsibilities and liabilities of trustees.
- Experience of partnership working within and across organisations.
- Commitment to the vision, mission and values of SVE.
- Commitment to integrity, honesty, impartiality and openness.
- Champion of equality and diversity.
- Ability to understand and interpret financial information.

In addition to the qualities required of a Board member of the charity, the Chair must also meet the following requirements: -

Experience

- Experience of operating at a senior strategic leadership level within the third, public or private sector.
- Experience of the third sector either in a paid or voluntary capacity.
- Experience of charity governance and working with or as part of a Board.
- Experience of external representation, delivering presentations and managing stakeholders.
- Experience of chairing meetings and events.

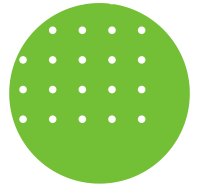
Knowledge and skills

- Broad knowledge and understanding of the third sector and current issues affecting it.
- An understanding of the role and purpose of a Third Sector Interface as a member led organisation.
- Strong leadership skills, ability to motivate and bring people together.
- Financial management awareness and a broad understanding of charity finance.
- An understanding of good governance.

Personal Qualities

- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of SVE.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

How to apply



Please send the following to info@sventerprise.org.uk by 5pm on 25th April 2025;

- CV
- 2 page covering letter detailing your skills, experience and personal qualities against the person specification, and
- 2 references that we can contact after a successful interview.

If you are a member of staff, volunteer or trustee of an SVE member you will need approval from your own Board before applying.

You are welcome to contact our current Chair Emma MacGregor for an informal discussion on Teams chair@sventerprise.org.uk before submitting your application.

Interviews will take place via MS Teams week beginning 28 April 2025. The successful candidate will join the Board in Summer 2025 and shadow the current Chair until our next AGM in September 2025.

We would be grateful if you could also complete our Equality and Diversity Monitoring online form which you can find [here](#).

Further information

[Guidance and Good Practice for Trustees](#)

[SVE Annual Report](#)

[SVE Strategic Plan](#)

If you are successful in your application you will be asked to sign a Trustees Declaration stating that you are not disqualified or disqualified from acting as a trustee of a charity.



SVE

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