

**Shetland Amenity Trust**

Become a Trustee – Application Form

Thank you for your interest in becoming a Trustee of Shetland Amenity Trust.

As a Trustee for the Shetland Amenity Trust, you will not only have the opportunity to shape the future of Shetland's heritage, but also serve as an ambassador for the Trust, engaging with employees, volunteers, and local stakeholders to ensure the Trust operates in a way that benefits the community as a whole.

For more information about the work of the Trust please see our website at [www.shetlandamenity.org](http://www.shetlandamenity.org).

Please complete the form below and return it to us by Friday 31st May 2024 to catrina.carter@shetlandamenity.org or send to our offices at Garthspool, Lerwick, ZE1 0NY.

**About You**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Phone Numbers** |  |
| **Email Address** |  |
| **Occupation** |  |
| **Qualifications** |  |
| **Date of Birth** |  | *This information will be used for administering your application and any subsequent appointment only, it will not affect the recruitment & selection process.* |
| **Nationality**  |  |

**Role of Trustee**

The role of a charity trustee in Scotland is set out in the Charities and Trustee (Investment) Scotland Act 2005. Detailed guidance is available from the Office of the Charities Regulator (OSCR) website[[1]](#footnote-1).

The role is to lead and control the Trust’s activities and be held to account for delivery. Trustees therefore need to be able to:

* uphold the objectives of the Trust Deed;
* develop direction and strategic objectives and monitor how those are delivered;
* make decisions about the use of resources;
* manage strategic risks; and
* ensure that financial affairs of the Trust are conducted properly and accurately reported.

We do not need you to be a technical expert in any subject. The ability to think strategically about the Trust’s role in Shetland is the most important attribute. Examples of the type of skills you could bring to the role are:

* able to demonstrate a passion for Shetland’s heritage;
* be an ambassador for the Trust, communicating clearly what we do and why;
* providing leadership, thinking and acting strategically;
* able to take decisions in the Trust’s best interest and avoid any real or potential conflicts;
* making sure the Trust is well governed, and thinking about what checks are needed to make sure good performance management systems are in place;
* overseeing the financial affairs of the Trust, safeguarding the assets on behalf of the community and complying with all the statutory reporting requirements;
* building positive relationships, being a team player, influencing others and working collaboratively; and
* supporting good employment practices.

Most importantly we will want you to enjoy your role and feel like you are making a difference to Shetland’s heritage.

**Meeting arrangements**

The Board of Trustees meets formally, usually in Lerwick in person, about once a month.

Alongside the formal schedule, there are many opportunities to be involved in the work of the Trust through attending events, taking part in workshops and volunteering your time on activities.

**The charitable objectives of the Trust are:**

1. the protection, improvement and enhancement of buildings and artefacts of architectural, historical, educational or other interest in Shetland with a view to securing public access to such buildings and the permanent display for the benefit of the public of such artefacts for the purposes of research, study or recreation;
2. the provision, development and improvement of facilities for the enjoyment by the public of the Shetland countryside and its flora and fauna, the conservation and enhancement for the benefit of the public of its natural beauty and amenity and the securing of public access to the Shetland countryside for the purposes of research, study or recreation; and,
3. such other purpose or purposes charitable in law as the Trustees shall from time to time determine.

**Your Application**

1. We would like to understand the skills, knowledge and experience that you could bring to the Trust. Please indicate the areas in which you have particular skill or knowledge and what you feel you could contribute in that area.

| **Skills, Knowledge and Experience** | **What are the key skills you can offer the Trust?** |
| --- | --- |
|  |  |

1. Why do you want to become a Trustee of Shetland Amenity Trust?

|  |
| --- |
|  |

1. Please use this space to tell us about anything else that you think may be relevant to this application.

|  |
| --- |
|  |

1. Trustees are required to manage any conflict between their interests and those of the charity. Please tell us of any connections and/or relationships that you, or your close family, have with anyone at the Trust, or any services it provides.

|  |
| --- |
|  |

**Further Information**

1. Do you have an unspent conviction for dishonesty or an offence under the Charities & Trustee Investment (Scotland) Act 2005? Please select one.

[ ]  **Yes** [ ] **No**

1. Are you an undischarged bankrupt? Please select one.

[ ]  **Yes** [ ] **No**

1. Have you been removed under either Scottish or English Law or the Courts from being a charity trustee? Please select one.

[ ]  **Yes** [ ] **No**

1. Have you been disqualified from being a company director? Please select one.

[ ]  **Yes** [ ] **No**

1. Please disclose any Memberships, Directorships or Trusteeships you hold on other Bodies, Organisations, Trusts, Companies, etc.

|  |
| --- |
|  |

1. I confirm that the information provide above is correct to the best of my knowledge.

|  |  |
| --- | --- |
| **Signed\***:  |  |

*\*An electronic signature is acceptable*

|  |  |
| --- | --- |
| **Date:**  |  |

1. [OSCR | Guidance and Good Practice for Charity Trustees](https://www.oscr.org.uk/guidance-and-forms/managing-a-charity-guidance/guidance-and-good-practice-for-charity-trustees/) [↑](#footnote-ref-1)