Borders Community Action

CHAIR DESIGNATE

RECRUITMENT PACK

This is a voluntary role



Borders Third Sector Interface Ltd, trading as Borders Community Action.

1 Drygrange Cottages, Drygrange Steading, Melrose, Scottish Borders, TD6 9DJ
Scottish Charity No: SC052612

https://borderscommunityaction.org.uk/

The Opportunity



Thank you for your interest in becoming Chair Designate of Borders Community Action.

This pack has been prepared to support prospective applicants who are considering joining the Board as a trustee/director with a view to assuming the position of Chair in 2027.

Borders Community Action's vision is to build thriving, resilient and inclusive communities where everyone can achieve their full potential, and the Chair plays a central role in helping the Board provide strategic leadership, sound governance and strong support to the organisation's mission.

This opportunity offers:

- The chance to shape the future direction of Borders Community Action at an important stage in its development.
- The opportunity to work alongside a committed Board, current Chair and Chief Executive before taking on the Chair role at an agreed point in 2027.
- A meaningful way to contribute to the strength of the third sector across the Scottish Borders.

We see our work as more than a set of programmes or projects — it is about building a legacy of impact that supports our communities for generations to come. As a trustee, your contribution will be central to this journey.

This is a unique opportunity to join Borders Community Action at a meaningful point in its journey and help shape the future of a respected and ambitious organisation serving communities across the Scottish Borders. If you are motivated by collaboration, committed to strong governance, and inspired by the chance to make a lasting difference, we would be delighted to hear from you.

Warm regards,

Colin Easton
Chair of the Board of Trustees

About Borders Community Action



Borders Community Action (BCA), launched on 1 April 2023, is the Third Sector Interface (TSI) for the Scottish Borders. We work to promote and develop a vibrant local third sector.

We are a one-stop point for the third sector and work with charities, social enterprises, community groups and volunteering.

We offer the following services:

- Building capacity: help setting up a new organisation, funding bids, training, drafting a constitution or other governing document and developing volunteering capacity.

- Intelligence: this is our know-how, which makes us a one-stop-shop you can tap into. We are the one place for volunteers, funding opportunities, support with constitutions, polices and insurances.

- Voice: we take this rich data/intelligence and make sure it is heard by budget holders and policy makers to inform their funding and policy decisions.

- Connection: we bring together relevant activists and organisations to learn, share and collaborate.

What is a Third Sector Interface (TSI)?

Third Sector Interfaces (TSIs) provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland. TSIs have an outcome framework that they have to work within, but how that is done is very much based on identified local need and priorities for the third sector in each area.

What is the Third Sector?

The third sector, which includes charities, social enterprises and voluntary groups, delivers essential services, helps to improve people's wellbeing and contributes to economic growth. It plays a vital role in supporting communities at a local level.

Our vision, mission and values



To create thriving, resilient and inclusive communities

Our mission is to empower the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration.

'Bold' - representing the third sector and communities with confidence.
'Trust' - being open and honest.
'Wisdom' - sharing our knowledge and nurturing the skills of others.
'Inclusion' - mbracing diversity and using it as a strength for positive change.

Our Strategic Objectives

Support and develop volunteers, Third Sector Organisations and social enterprises via a responsive range of services, including training, information, advice and access to resources

Be a catalyst for community empowerment, enabling a culture of collaboration that maximises the influence and impact of the third sector across communities

Amplify the voice of volunteers and Third Sector Organisations representing their collective needs locally, regionally and nationally

Be an exemplar Third Sector Organisation with its members at its heart

More About the Role



Borders Community Action is seeking to appoint an additional trustee/director who will join the Board immediately and become Chair Designate, with the intention of assuming the role of Chair of the organisation in 2027.

This is an opportunity for an experienced and dynamic individual to help lead a growing and ambitious organisation through its next stage of development. The successful candidate will work alongside fellow trustees/directors, the current Chair and the Chief Executive to ensure a well-supported and effective transition into the Chair role.

Role Profile

As Chair Designate, the successful candidate will first serve as a full trustee/director of the organisation. Trustees are collectively responsible for ensuring the charity is well run, financially responsible and acting in line with its purposes, while safeguarding its assets, values and reputation.

In addition to the general duties of a trustee, the Chair Designate should be willing and able to:

- Provide strategic leadership at Board level and help guide the long-term direction of the organisation.
- Build effective working relationships with trustees, staff and key partners.
- Support good governance, sound decision-making and collective responsibility within the Board.
- Work closely with the current Chair and Chief Executive during the transition period ahead of 2027.
- Act as an ambassador for Borders Community Action and the wider third sector in the Scottish Borders.

Trustees Duties

The role of charity trustee is voluntary and carries both responsibility and opportunity. Trustees must act in the charity's best interests, comply with the law and the governing document, act with care and diligence, and manage resources responsibly.

All trustees share equal responsibility for Board decisions. They are expected to safeguard the organisation's finances and assets, maintain integrity, and ensure that legal and reporting obligations are met.

Skills and Experience

New Board Member



BCA is seeking someone with the credibility, judgement and leadership capacity to become Chair of the Board. The following will be particularly valuable:

- Strategic thinking and the ability to see the bigger picture.
- Sound judgement and confidence in decision-making.
- Strong communication and collaborative working skills.
- Leadership and management experience in the community, public, private or third sectors.
- Knowledge of governance, finance, legal or HR matters.
- A genuine commitment to the values and purpose of Borders Community Action.

Experience of working with boards, partnerships or membership organisations would be especially helpful given the planned progression into the Chair role in 2027.

Time Commitment

Board meetings currently take place six times a year, normally for no more than two hours and during working hours, with an AGM once a year. Trustees may also be asked to participate in sub-committees as required.

As Chair Designate, there is likely to be some additional time commitment for transition planning, relationship-building and preparation for the future Chair role.

Induction and Support

New trustees receive an induction to help them understand the organisation, the role of the Board and the support available to them. Trustees can also access training through BCA's training programme and the TSI Learning Portal.

As part of induction, relevant documents including the Articles of Association, Strategic Plan, Annual Report, recent Board minutes, key dates, policies, Staff Handbook and expense forms are provided.



Knowing the Organisation

new Board Member

Your Induction and training

New Trustees have the opportunity to learn how to carry out their responsibilities and know what support they can expect. The induction process is an essential introduction to Borders Community Action. It should ensure that each new Trustee acquires the necessary details of how the organisation and the governing body work so that they can play a full part in discussions and decision-making.

Training for new trustees is also available through the BCA training programme and the TSI Learning Portal. Information will be provided on request.

Key Information to new Board members

- The Board meets at least 6 times a year, plus the AGM. These meetings are mainly in person, by hybrid can also be an option.
- Papers for the Board will be issued one week before the meeting.
- Commitment to participation as a member of a sub-committee as required
- A copy of the Articles of Association, Strategic Plan, Annual Report and any other relevant reports can be found on Borders Community Action Website and will be provided to you for information as part of your induction.
- Recent Board minutes, key dates, policies, Staff Handbook and Expense forms will be provided as part of your induction.

Key contact points (Chair, CEO, admin support).

Chair of the Board	Colin Easton - chair@borderscommunityaction.org.uk
CEO	Juliana Amaral - juliana@borderscommunityaction.org.uk
Business Support/ Admin	info@borderscommunityaction.org.uk

Next Steps



Trustees are at the heart of every charity. Your skills, experience, and commitment can make a real difference as we work together to support thriving, resilient and inclusive communities across the Scottish Borders.

This is a chance to learn more about Borders Community Action, the Board's priorities, the transition into the Chair role, and the support available during the handover period.

We would be happy to discuss the role in more detail, answer any questions you may have, and provide further insight into the organisation's ambitions and plans for the future.

If you would like to explore the Chair Designate opportunity further, we warmly encourage you to arrange an informal chat with the current Chair or Chief Executive.

Informal enquiries can be made through the Chair of the Board at *chair@borderscommunityaction.org.uk*

Following expression of interest or application, further information, relevant forms and supporting documents can be shared to support the next stage of recruitment and onboarding.

Your time and energy are a gift to both Borders Community Action and the wider third sector. With your support, we will continue to promote collaboration, share knowledge, and empower communities to create lasting positive change.

Together, we really do make a difference.

