

# GROUP BOARD MEMBER CANDIDATE PACK

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# **JOIN OUR BOARD**

We have an exciting opportunity for individuals to join our Board due to the retirement of 2 existing members and skills gaps emerging from a recent Board skills survey.

As a Board Member, you will share responsibility for guiding and governing the organisation, supporting children and families across West Scotland. We are looking to recruit dynamic individuals who share our values and are passionate about making a positive difference for children and families.

Our Board Members offer their time, experience and networks for the benefit of the organisation.



# **ABOUT US**

Indigo has existed for over 30 years, helping families to give their children and young people the best possible start in life through the delivery of a unique, seamless learning and childcare model for children and young people from 6 weeks to 16 years.

We are award-winning: In 2022, we were awarded Best Community Engagement by the Chartered Institute of Personnel and Development; in 2023, we achieved 2 awards at the Nursery World awards ceremony and in 2024, we were Highly Commended in the Inclusive Practice Award. We are a Scottish Enterprise account-managed organisation and represent our communities on a variety of national and local government forums.

Indigo provides working and in-training or education parents with high-quality, flexible and accessible learning and childcare services, at affordable rates, whilst also being there to support parents when family life gets tough.

All children and young people can experience outstanding quality learning and childcare experiences that inspire and nurture, wherever they live, whatever their background.

We demonstrate our commitment to families and outstanding quality by our valued and purposeful engagement and our leadership of exciting child-centred innovation.

Looking forward, we are ambitious to reach more families and communities and use our experience to support other providers to do this too.

Our latest annual report can be found here

#### WHAT WE DO

Indigo's value of 'children, young people and their families are at the heart of every decision' is demonstrated in our approach to family.

We know our families want to see their children flourish and reach their full potential, and we are here to support them. At Indigo, we know that children don't live in isolation; they are part of a family that is part of a community, and to give children the best start, family matters.

#### **HOW WE DO IT**

#### We offer 6 types of service:

- Early Learning and Childcare
- Out of School Care
- Youth Services
- <u>Mobile Creche</u>
- Family Support
- Specialist Speech, Language and Communication

Alongside our core learning and childcare services for children from 6weeks to 16yrs, we provide tailored, family centred support, which means we work with families by helping them to identify where they are at, where they want to be and connecting them to the tools and resources they need to get there.

We are proud of the relationships we have with our families and communities, changing our work from simple service delivery, to empowering families and communities to making a difference.

We value our communities and the importance community plays in family life. We actively participate in our communities; by building relationships and working with local people, organisations and places. By working together, we strengthen our communities and create positive change for our families and for all those who live and work in our communities.

Our Family Matters, Family Support Team help support families build confidence, resilience, feel connected to their communities and achieve their goals. They work closely with our speech and language therapist who leads our unique Loving Language Programme, which recognises the critical nature of speech language and communication in achieving that best start and realising every child and family's fullest potential.

### **BOARD MEMBER VACANCIES**

#### **Skills Sought:**

Our Board Members play a key role in the oversight of the charity, ensuring that it delivers against our charitable objectives, is financially sustainable, has strong governance and safeguards the reputation and values of the organisation.

They uphold and represent our purpose, vision and mission in a personal and professional capacity and come from a range of backgrounds and relevant experience. Our current Board members can be found here: <u>Our People | Team Indigo (indigogrp.com)</u>

We have a Board skills matrix which helps to identify the mix of experience and knowledge on our Board and also highlights what gaps exist and prioritises future recruitment. Embarking on our new strategy and seeing the retirement of existing members, we are keen to both fill vacant positions and address our succession planning ambitions.

We are keen to ensure that our Board provides advice, constructive challenge to the executive team and provides governance oversight of the charity's operations. We are passionate about representation and as such, we particularly welcome applications from people with diverse lived experiences to bring diversity of voice to our Board.

Previous Board experience is not essential and we are particularly keen to receive applications from candidates with experience or knowledge of the following areas:

Fundraising/funding Digital and Technology Policy (Children, Young People, Families or Public Health)



# **YOUR COMMITMENT**

The term of office proposed is 3 years with the option to serve for a further 3 years.

Trustees would be expected to commit to the following:

- Attending Board meetings: max 4 per year (hybrid/in person) plus half-day strategy session in December 2.5 hours per meeting
- Attendance at our Annual General Meeting (usually held on the same day as one of the Board Meetings)
- Choice to participate in online Sub-group meetings (Risk Sub-Group or HR Sub-Group)
- Occasional meetings/telephone calls with our staff to support within an area of your specific expertise

Current Board members acknowledge that compared to other Boards they have experience with, Indigo is not a heavy demand on time and offers flexibility to tailor commitment to meet your needs.

More widely, you'll be expected to advocate on behalf of Indigo and are encouraged to represent the Board and Indigo where possible. This includes attending and supporting events throughout the year including the joy of VIP seats at sought after events such as Nursery nativities, Graduations and Christmas Shows!



# YOUR RESPONSIBILITIES

A charity Trustee must act in the interests of the charity and comply with 2005 Act. **You** will:-

- Uphold our core values
- Be accountable for the overall strategic leadership and direction of Indigo Group
- Champion and promote our work through your networks
- Provide oversight of the charity through efficient, effective and accountable governance
- Ensure the organisation is professionally run, manages risk, operates strict financial controls and acts in accordance with its aims and objectives

As a responsible charity, we take the best guidance in upholding our duties and responsibilities as Trustees. The following links provide a full overview of the current best governance practice we follow <u>https://www.oscr.org.uk/managing-a-</u> <u>charity/trustee-duties/</u>

# **ROLE PROFILE/PERSON SPECIFICATION**

#### **Recruitment Process:**

This is a voluntary position, therefore, the role is unpaid. Reasonable expenses would be reimbursed in line with the Charity's expense policy.

If you would like to be considered for a Board position with us, please provide the following information:

1. A written statement based (2 pages max) on what you feel you can bring to the Charity. Please explain your ability and experience in relation to supporting the Charity achieve its overall aims.

2. A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please let us know about your last period of employment.

3. All applicants will be asked to complete a voluntary equal opportunities form.

4. If you are shortlisted for an interview, the process will be as follows:

- The initial interview will take place with our Chair and CEO
- At this stage, you will be asked to provide contact details for two references (both references must know you in a professional capacity).
- Successful candidates will then be invited to attend an upcoming Board meeting as an observer, meeting other Board members and allowing for a two-way opportunity to consider suitability.
- Following this meeting, the Board will vote on the appointment of candidates, and the Chair/CEO will contact prospective Trustees to gather their views on their Indigo Board Experience, ensuring candidates are also happy that they are the right fit for the organisation.
- Successful candidates will then be confirmed pending successful references and PVG membership.

### WHAT YOU CAN EXPECT FROM US?

We will undertake the recruitment and selection of Trustees in an open, fair and inclusive manner.

We will offer unsuccessful applicants feedback on their application.

For successful applicants, recommended and approved by the Board, we will ensure that you have a full induction to Indigo. This will include governance documents (Memorandum and Articles of Association), OSCR's Trustee Responsibilities Handbook, a schedule of 2025 Board and committee meetings, contact details for all Board Members and the leadership team, the current Business Plan and financial management accounts.

In advance of your first official board meeting, our Chair will meet with you to discuss the Board Agenda and any relevant decision papers.

#### **Notes on the Recruitment Process**

1. All prospective Trustees must be aged 18 years or over.

2. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorships from acting as a charity Trustee.

3. If you require any adaptations to be made for any part of the recruitment process, please contact <u>nicola.brolly@indigogrp.com</u> in advance of the closing date

To apply, please send your CV, written statement and EO Form to <u>recruitment@indigogrp.com</u>

#### CLOSING DATE FOR APPLICATIONS IS 9TH JUNE 2025, NOON.

#### **"BOARD BUDDY"**

For new board members, an established Trustee will be appointed to be a Board mentor. This will be managed by the Chair and the Trustee.

The Trustee will be responsible for informal "check-ins" with new onboarding colleagues. Supporting the Board and Indigo's open and friendly culture.

Formally, the Board Buddy will contact new members in advance of board meetings (ensuring new members understand the agenda, context, papers, risk register etc). This helps new members develop their relationships within the Board and less reliance on the Chair solely.

As a minimum, the Board Buddy will meet with the new member within 1 month of joining the Board and quarterly for at least 1 year.

The Chair will be responsible for any appointments of new members to committees.



# WHERE CHILDREN ARE LOVED, NURTURED AND INSPRED





#### The Indigo Group

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#### www.indigogrp.com

The Indigo Group is a charity registered in Scotland (No SC035442) and is also a company limited by guarantee (No 265660).

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