



Trustee

West Region Scouts

Vacancy Information Pack

westregion.org.uk

Who we are

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone is welcome here. All genders, races, and backgrounds. Every week we give thousands of 4-25 year-olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

To find out more visit www.westregion.org.uk

West Region Scouts

West Region covers the Scout Districts of Argyll, Dunbartonshire, Greenock and District, Paisley and District and Renfrewshire.

West Region offers exciting opportunities - not only to our young people, but our adult volunteers too. We believe in equipping our members with skills for life and we do this through a programme of activities that is challenging, relevant and rewarding.

We are fortunate to own Lapwing Lodge as our Regional outdoor centre and several Districts own camp sites, which are at the heart of our local adventures. Our members also take full advantage of camps and events around the UK and internationally.

Welcome from the Regional Chair

Thank you for being interested in this important role within West Region.

As a Trustee, you would make an important contribution at a Regional level to a highly trusted and widely respected youth organisation. Now, as never before, our young people need **A Place to Belong** that gives them the skills to prepare them for the future. This can only happen by ensuring that we have solid foundations for Scouting across the Region supported by our adult volunteers. West Region needs individuals on the Trustee Board who have experience in the voluntary sector or in Scouting at all levels to ensure the Region is supported by sound governance and effective management.

The Regional Trustee Board is made up of individuals whose collective skills and knowledge ensure that Scouting is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

The Trustee Board would especially welcome applications for adult volunteers in the 18 to 25 age range.

It is a great privilege to lead our Trustee Board, and I hope that you will consider joining us.

Yours in Scouting

A handwritten signature in black ink, appearing to read 'Donald Gordon', written over a horizontal line.

Donald Gordon

Chair, Regional Trustee Board

Role Description

Our Trustees support the delivery of exciting, safe programmes. Although not a visible role, it is an essential one: Trustees exercise effective control to ensure West Region is:

- **well managed** and carrying out its purposes for the public benefit
- **compliant** with charity law, and Policy, Organisation & Rules (POR)
- **managing its resources responsibly**, ensuring sufficient funds, people, property and equipment are available to support the Regional Teams in delivering high-quality programmes
- **meaningfully involving young people** in decision-making at all levels
- **maintaining a positive image** in the local community

The Trustee Board is collectively responsible for:

- **Finance & resources** — properly managing the Region's finances; developing and maintaining appropriate budgets, and ensuring people, property and equipment are appropriately insured, protected and maintained
- **Risk & data** — developing and maintaining a risk register with appropriate mitigations, and meeting data protection (GDPR).
- **Governance & administration** — appointing, managing and overseeing any sub-committees (including appointing chairs in line with our Byelaws); appointing Administrators, Advisers and co-opted Board members; ensuring effective administration supports the Board; and maintaining confidentiality on appropriate Board business
- **Development** — promoting and supporting the development of Scouting across our five Districts
- **Transparency & reporting** — preparing and approving the annual accounts (arranging sign-off by the independent examiner appointed by the Scout Council at the AGM) and the Trustees' annual report; presenting both to the Regional Scout Council at the AGM; and filing them afterwards with the Scottish Charity Regulator (OSCR)
- **Employer duties (where staff are employed at Lapwing Lodge)** — acting as a responsible employer in line with Scouting's values and relevant legislation, ensuring clear and well-communicated line management for each staff member, and putting appropriate personnel insurance in place

Person Specification

Note: applicants in the 18–25 age range are not expected to meet the full specification.

Essential

- A genuine commitment to supporting young people's personal development, in line with Scouting's values
- Demonstrable leadership experience in the charity, youth or public sectors
- An understanding of charity trustees' legal responsibilities under Scottish law, with strong governance skills, strategic thinking, decision-making and risk management
- Confident, effective communication, including the ability to challenge constructively
- A belief in the value of volunteering and a commitment to supporting volunteer development
- A track record of promoting equality and diversity
- Digital confidence - able to work remotely, access information online and join virtual meetings
- Enthusiasm, energy and willingness to give the time the role requires

Desirable

- Familiarity with Scouting's purpose, values and structure
- Sector skills such as fundraising, marketing/communications, legal or risk management
- Experience in a Scottish youth or volunteer-focused organisation
- Wider involvement with the voluntary sector and other networks

Eligibility and conduct

- Be eligible to act as a charity trustee in Scotland (check oscr.org.uk)
- Maintain confidentiality and act with integrity and impartiality
- Be aware of, and manage, any conflicts of interest, acting in the charity's best interests
- Complete relevant training, including trustee induction and "Growing Roots"

Trustee Declaration

The successful applicant will require to confirm that they:

- a) do not have any unspent conviction(s) for an offence involving dishonesty or deception
- b) are not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or have an individual voluntary arrangement (IVA) with creditors;
- c) are not disqualified from being a Company Director
- d) have not at any time been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement
- e) are not disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of Scottish Charity Regulator or the Charity Commission for Northern Ireland.

How to apply

The closing date for applications is **31st July 2026**

Process

You can apply for the role yourself or nominate someone else using the form

[West Region Scouts Application Form](#)

Nominated people are under no commitment to apply unless they wish to.

For more information, or for an informal chat about this vacancy please contact:

Donald Gordon

West Region Chairperson – donald.gordon@westregion.org.uk