

Introduction from the Chair of Age Scotland

Age Scotland, the Scottish charity for older people, works tirelessly to help improve the lives of everyone over the age of 50. Our vision is a Scotland that is the best place in the world to grow older and for us all to live the very best life we can, as we age.

Over the last three years our Charity and our ambition has been changing to meet the growing needs of people in Scotland. To support that we have added real strength to our Board through the selection and appointment of people with a range of experiences and perspectives from the Charity and Business sectors. Our Executive leadership team has also evolved bringing increased focus on creating partnerships and enhancing income generation to support older people across Scotland. Katherine Crawford leads our team as CEO, working closely with the Board, and brings ambition, drive and outstanding Charity knowledge to the role. The Board and the Executive team are developing a new strategy for launch in autumn 2025 so the timing couldn't be better.

As you will know, the challenges and issues facing older people in Scotland have never been greater with isolation and loneliness continuing to affect older people in Scotland.

The cost-of-living crisis means that our national helpline has never been busier, and through this, Age Scotland, our staff and volunteers make a vital difference to the lives of thousands of older people, their families and carers. Similarly, our work in communities and in supporting those affected by dementia, and increasing awareness of it, is a vital priority. We are particularly proud of our work to reach communities that have been under served in the past. We want to work with and for the diverse range of communities that make up the modern Scotland.

Working with the Scottish Government and other key partners is a vital part of what we do. We have many, many Age Scotland members around the country who serve their communities. We know we still have much to do given the challenges the Scottish population faces, our ageing demographic and the challenges of isolation.

Good governance is key to our success and to support that we are looking to appoint a Company Secretary on a part-time basis to support the Board, our team and our Governance processes.

I hope that you might wish to join us.

Stuart Purdy
Chair, Age Scotland



The Charity

Age Scotland is the Scottish charity for older people, registered in Scotland and regulated by OSCR, the Office of the Scottish Charity regulator.

Our vision is a Scotland which is the best place in the world to grow older. We focus on the issues that matter most to older people, working tirelessly to ensure everyone has the opportunity to live the best quality of life possible. We are keen to maximise our impact on the lives of all our older people, particularly those most in need.

Our mission is to inspire, involve and empower older people in Scotland, and influence others, so that people in Scotland enjoy better later lives.

- **We inspire** older people by encouraging them to realise their opportunities and overcome the challenges of later life.
- **We involve** older people by connecting and engaging with them through our networks and enabling them to participate in groups and their communities.
- **We empower** older people by helping them obtain valuable and accessible information and advice to help them understand their rights, make informed choices, and access appropriate support.
- **We influence** others by promoting understanding of older people's rights and interests, and shape and build support for reforms to the law, policy and practice.

Our activities include:



Campaigning and influencing



Providing information, advice and friendship – including our free confidential national helpline, information guides and friendship line.



Supporting and enabling older people's community groups




Promoting age friendly workplaces and communities



Delivering health and wellbeing programmes

The strategy


Age Scotland has three strategic aims:



We help older people be as well as they can be



We promote positive views of ageing and later life



We tackle loneliness and isolation

Our **strategic ambitions** for 2022 – 2025 are associated with a number of key areas:

- **Campaign & influence** - Influence policy and practice by amplifying the voices of our older people.
- **Provide information & advice** - Grow our services to ensure older people know who to turn to and have access to impartial and reliable information and advice.
- **Friendship** - Expand our friendship services to ensure all older people in Scotland have someone to talk to.
- **Support & enable older people's communities** - Build resilience, capacity and sustainability of older people's community groups across Scotland.
- **Promote age-friendly workplaces & communities** - Create more age-inclusive communities and working environments where older people are valued, and their needs are increasingly met.
- **Health & wellbeing** - Improve health and wellbeing outcomes for older people.
- **People & culture** - Be the best employer we can, where staff and volunteers feel Valued and supported.
- **Fundraising, marketing & communications** - Build our brand and boldly ask for Support.

The Role

At Age Scotland we recognise that good governance is key part of our success. As such we are seeking to appoint a part-time Company Secretary who can play a key part in our journey. The role is key to robust governance and will include advising on and helping guide the implementation of best practice governance principles and ensuring regulatory compliance.

Key activities:

- Provision of strategic advice and guidance to the Chair and Board, Board Committee Chairs and the CEO.
- Advising on internal and external compliance including adherence to the Age Scotland governance framework documentation, charity and company law.
- Attendance at our Board meetings to aid effectiveness of our meetings and to help us ensure the Board focusses on our key strategic issues and effective oversight.
- Reviewing and advising on key governance documents.
- Helping us to ensure we have accurate and timely record keeping and timely reporting.
- Procedural oversight of Board meetings, AGM's and any extraordinary meetings.
- Oversight of reporting requirements to Companies House, OSCR and any other relevant bodies.
- Ensuring compliance with the provisions regarding Board of trustee appointments, resignations and succession.
- Executive level governance support to advice and guide the CEO and Senior Management Team (SMT).
- Provide an external perspective to the Board and to support effective governance of the Charity.

The person:

- A qualified Company Secretary or extensive relevant and practical experience
- Experience as a Company Secretary with an interest in the work of Age Scotland.
- Proven ability to work closely with senior stakeholders and experienced Board members.

Time:

- Flexible but likely to be around 1-2 days per month. To include attendance at one Board meeting per quarter (which normally fall on a Friday), and occasional extra meetings.

- Attendance at one of each of the three Board sub-committees each year would also be helpful. Timings for these are arranged to suit the work commitments of members and attendees as a number of committee members work full-time.
- 3-5 days of additional support to be agreed on a basis that works for both parties.
- Additional days by mutual agreement.

Compensation:

Financial compensation of up to £385 per day is available for the role.

How to apply:

If you feel you would be able to make a contribution to the work of Age Scotland, please email Becky Goss, Director of People and Culture at Becky.Goss@agescotland.org.uk

We are looking for notes of interest by 9am on Monday 17th February 2025.