

Trustee Vacancy Postings

This document is designed to guide you to websites where you can advertise your Board role more widely.

All Trustee or Board vacancies should have the basic details of the vacancy and the skill sets required listed in a Board specification or spec*. This, and many other aspects of posting a good trustee advert are explored in this excellent website [Getting on Board](#).

You can download a copy of their “How to diversify your Charity’s Board- A practical guide” full of useful hints and tips.

Did you know 36% of Trustees are women, 8% of Trustees are from ethnic minorities, 1/3 of Trustees are under 50, and 59% of charities say their Boards do not reflect the communities they serve.

Golden rules – keep it short, snappy and inviting. The use of photographs brings the vacancy ad alive and differentiates from other Trustee vacancy ads. Use inclusive, friendly language. Remember key details, what time of day are meetings, where are they held and how many per year. Mention your organisation’s values – prospective Trustees will want to align with your values (summarise them if you have a long list). What tends to work best is “call/email xyz person for an informal chat in the first instance” attaching a CV or LinkedIn profile.

*The **Getting on Board** link is an all-round useful resource, there you will find a free guide to Trusteeship covering all aspects of attracting Trustees i.e., what a good advert looks like, examples of bad adverts, and what you should include in a Board spec. etc.

The Getting on Board website has a simple to use page where you can choose where to post your vacancy and target the skill sets you are looking for with very easy to follow links.

<https://www.gettingonboard.org/advertise-a-trustee-vacancy>

They also have a lot of different resources you may find useful:

<https://www.gettingonboard.org/free-resources-for-charitable-bodies>

Reach Volunteering offer a comprehensive guide to Trustee recruitment called the Trustee Recruitment Cycle. This offers guidance, tools, and tips to help recruit Trustees and diversify your Board. The signposting on the website is excellent and is split into three categories: Reflect (skills audits), Prepare (planning the recruitment process) and Advertise (creating a Trustee ad).

<https://reachvolunteering.org.uk/trustee-recruitment-cycle>

Contact your local Third Sector Interface (TSI), they can provide all sorts of support around Trusteeship including advertising your vacancy for free. A list of TSIs is here.

<https://www.gov.scot/publications/third-sector-interfaces-contact-details/>

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This information is designed to help third sector organisations. We’ve done our best to ensure guidance is up to date, but some details and recommendations may have changed since publication.

Trustee interview process – tips

1. Informal chat in the first instance with or without a CV or LinkedIn profile. You will get a good feel for the fit of the potential candidate.
2. More formal process of a small panel interview consisting of perhaps three people connected with the organisation. You may want the applicant to fill in a Trustee application form if you have one. At this stage you would ask for references. Also, if you are interviewing more than one candidate, develop a prescribed list of questions to ask each candidate as this makes comparison and scoring easier. You might want to keep notes.
3. Commit to getting back to each applicant within a week. If you have too many great candidates, you might want to start a waiting list.
4. As a final stage the candidate should be invited to shadow a full Board meeting. That allows them to check if your organisation is a good fit.

Places to post you trustee advert

Free (Board spec. required)

Looking for Digital Trustees post on [Third Sector Lab](#)

[Changing The Chemistry](#)

[Women On Boards](#)

Volunteer roles can be advertised for free on the ICAS website by completing the smart form on the following page:

<https://www.icas.com/members/professional-development/volunteer-roles-vacancy-submission>

Your local Third Sector Interface will post Board vacancies for free

[Specialist Volunteer Network](#)

- contact [Elaine Crichton](#) or [Tommy Seymour](#) to post (see form below)

[SCVO](#) - must be a member to post vacancies

Good [source](#) of Accountants for Treasurer roles

[iMultiply](#), Finance Recruitment Specialists will post vacancies on their website for Treasurer roles or people with a finance background. Email the details of your vacancy to hello@imultiplyresourcing.com

Indeed - <https://uk.indeed.com/hire/post-job> I have not tried this but I believe unpaid “jobs” such as trustee roles can be posted for free

University of the Third Age – if you are looking for trustees who are retired this might be worth exploring <https://www.u3a.org.uk/>

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Paid (Board spec. required)

[Good Moves](#)

[Third Force News](#) ~£200 and your ad stays live until you ask for it to be taken down

Other useful resources

[Indeed Trustee jobs in Glasgow](#)

[Reach Volunteering](#)

[Volunteer Glasgow](#)

[Volunteer Edinburgh](#)

The Chambers of Commerce also post Trustee roles as a service to members

Finally, is the vacancy posted on your own website?

- Post on social media – this can reach a lot of people outside your normal circles. Include Twitter, Instagram, Facebook and maybe even TikTok.
- Post on LinkedIn, either your own charity account or the account of one of your Trustees, with their permission.
- Send a link to contacts on your mailing lists.
- Send a link to contacts on your volunteer database.

Remember to link the social media post to your website

Advertising on the Inspiring Scotland Specialist Volunteering Network webpage

Please complete form below and include in your advertising email request.

Contact Name:

Click or tap here to enter text.

Contact Email Address:

Click or tap here to enter text.

Charity/Organisation Name:

Click or tap here to enter text.

Charity/Organisation Location:

Click or tap here to enter text.

Charity/Organisation Website:

Click or tap here to enter text.

Advertised Role:

Click or tap here to enter text.

Skills and/or Experience Required:

Click or tap here to enter text.

Please also attach a board spec. if available.

Email completed form to
Elaine@inspiringscotland.org.uk or **Tommy@inspiringscotland.org.uk**
for role to be advertised on the **Specialist Volunteer Network** webpage.