



TRUSTEE RECRUITMENT

Collaboration | Empowerment | Innovation | Integrity | Passion

CHANGEWORKS.

**Trustees
Unlimited**

Dear Applicant,

Thank you for your interest in joining the Board of Directors at Changeworks. You are considering this role at an exciting and pivotal time for our organisation.

For over 35 years, Changeworks has been at the forefront of tackling the climate crisis in Scotland. Our work in decarbonising homes across the country is not just about meeting environmental targets – it's about creating warmer, healthier homes while building a more sustainable future for all Scottish communities.

We are currently at a critical juncture in our journey. As we conclude a period of strategic investment that has enabled significant organisational growth, we are preparing to launch an ambitious new strategic plan. This next phase will focus on expanding our impact even further, helping more households across the country transition to low-carbon living while ensuring we don't leave any communities behind.

Board members play a vital role in shaping this future. Your expertise and fresh perspective could help guide Changeworks through this important period of transformation and growth. We are looking for individuals who share our passion for climate action and can help strengthen our governance as we scale our impact.

The recruitment pack enclosed provides more detail about the role and our organisation. We look forward to learning more about how you could contribute to Changeworks' mission.

Yours sincerely,

Del Redvers
Chair of the Board of Directors

OUR PEOPLE

At Changeworks, we really value our talented and diverse people. That's why we do everything we can to be a supportive and positive environment that allows them to do their very best for the people we work with. We understand the importance of work-life balance and being flexible. Hybrid working is now the norm for the majority of our staff, with strong flexible working policies to allow you to work in the way that best suits you.

Staff wellbeing is a key priority for us, with a dedicated staff group promoting wellbeing and supporting staff across Changeworks and continually improving what we offer. The more supported and happy staff feel, the more successful we can be at achieving our mission. And in our annual staff satisfaction surveys, they tell us they feel it too – the latest survey found that nearly 86% of staff felt supported by the organisation, 89% agreed that they approve of the company culture, and 88% are proud to work for Changeworks.

We also provide good opportunities for progression and development, with a dedicated learning and development strategy to help you meet your personal goals – more on that later. Many of our staff stay at Changeworks for the long term, able to develop their careers and find new avenues for their passion and talents.

In 2021 we achieved Investors in People Platinum, the highest level of that accreditation. Only a handful of other employers in Scotland have this, and only 2% of IIP members worldwide.

"Changeworks is large enough to make a real, lasting impact on thousands of people and the communities and organisations we work with across Scotland."



OUR IMPACT

When you join Changeworks, you're joining an organisation with a long track record of achieving big things.

Through our work with individuals, households, businesses and other organisations, we prevent hundreds of thousands of tonnes of carbon from damaging our fragile planet every year.

In 2020-21, our work meant a reduction of £2.2 million in people's heating and electricity bills, and over 3,000 measures installed in homes to improve energy efficiency.

That means helping people like Sheila Charters. A Borders resident, Sheila had her heating on for around 10 hours a day because she couldn't keep the heat in her home.

As part of delivering a Scottish Government scheme in the area, we were able to work with her to have external wall insulation installed. Not only did this refresh the outside of her home, it meant she only needed the heating on for an hour or so a day, reducing her bills and her emissions.

Our fuel poverty advice service also changes lives. Lives of people like Angus, who ended up with an estimated energy bill of over £1000. With us advocating to his supplier on his behalf and forcing an investigation, the bill was reduced to just £150.

We also worked with him to make sure he was on the best tariff and using his energy efficiently, all adding up to a saving of over £1200.

We remove over 200,000 tonnes of lifetime carbon every year.

"The Bike to Work scheme meant I was able to get a folding bike, which has completely transformed my journeys to and from work. I love the flexibility and freedom it gives me, and I can't imagine life without it."



OUR GROWTH

Here's the best news: there's never been a better time to join Changeworks.

The climate emergency is the biggest threat to life as we know it. We need to scale up the action we're taking to avert disaster, and Changeworks is leading the way.

We have ambitious plans to grow as part of our new strategy launched in 2022. Last year we added more new staff than ever before and we aren't slowing down. Our services will continue to expand as we work to decarbonise hundreds of thousands of homes across Scotland.

We want you to grow too. We believe passionately in learning and development for our staff, helping you to develop your skills and achieve your full potential. We invest heavily in learning and development, offering training wherever we can to upskill our people.

With partners like the Social Enterprise Academy we offer regular opportunities for training, and regular one-to-one meetings and annual appraisals offer regular chances to discuss your development.

Now more than ever, we need to expand our efforts to drive change and push towards Scotland's Net Zero targets. If you come and join us on that journey, we know it will be a rewarding one.

"Changeworks offers an excellent culture along with a great work-life balance. Each day I feel empowered to help my colleagues deliver excellent projects to benefit people around Scotland."



OUR STRATEGIC PLAN 2025-2030

Since launching our decarbonisation strategy in 2022, we've impacted over 150,000 people in Scotland—supporting over 7,000 households in fuel poverty and helping over 27,000 install energy efficiency measures and renewables.

Changeworks envisions a world where low-carbon living is the norm. Climate change is the biggest threat to our way of life, and we are expanding our efforts over the next five years to tackle it. Through UK-wide collaboration, scaling our services, and working with public and private sectors, we'll drive diverse decarbonisation solutions.

With 79% of householders in Scotland recognising climate change as a major issue, urgent action is needed. Our ambitious strategy will increase our impact, evolving our innovative services to provide seamless support at every stage of the decarbonisation journey.

We will continue scaling up energy efficiency installations while focusing on climate adaptation, reducing embodied carbon, and tailoring retrofits to individual homes.

Decarbonising Scotland's homes requires collective action. We'll strengthen partnerships, expand private sector engagement, and use our expertise to accelerate Scotland's transition to net zero.

This strategy is a call to action - together, we can achieve our mission of a world where everyone is able to live, work and enjoy life with a low-carbon impact.

"Changeworks has one, clear purpose: to decarbonise Scotland's homes."

TRUSTEE ROLE DESCRIPTION

Purpose of Role:

To serve as statutory trustee and to provide strategic leadership, guidance and governance oversight of Changeworks and its subsidiary organisations. Board members act individually and collectively to support the organisation's strategic direction, to deliver its mission to decarbonise Scotland's homes, and to uphold its environmental and social values.

Key Responsibilities:**Strategic Governance**

- Take collective responsibility for key decisions regarding the running of Changeworks
- Contribute to the development and refinement of organisational strategy, ensuring alignment with Changeworks' mission, values, and objectives
- Review organisational performance against strategic goals and provide constructive challenge to executive proposals
- Participate in board discussions and decision-making regarding major strategic initiatives, investments, and organisational changes
- Support the maintenance of high governance standards across Changeworks and its subsidiaries

Risk and Compliance Governance

- Maintain a strategic overview of the organisation's risk profile, ensuring that key risks are identified, tracked and mitigated in accordance with the agreed risk framework.
- Using wider expertise and networks, provide insight into the wider risk environment
- Approve and monitor key risk-related documents including strategic risk-register and risk policy]
- Provide independent perspective on the adequacy of internal control systems and risk mitigation strategies

Executive Support and Challenge

- Provide constructive challenge and independent perspective to the executive team's proposals and decisions
- Support and mentor executive team members in their strategic thinking and leadership development
- Contribute specialist expertise to inform executive decision-making
- Hold the executive team to account while maintaining an appropriate balance between support and challenge in board discussions

TRUSTEE ROLE DESCRIPTION

Board Duties:

- Attend and actively participate in quarterly board meetings and annual strategy day
- Review board papers and other relevant documentation timeously
- Participate in at least one board subcommittee (Audit, Risk & Assurance, Nominations, or Strategy)
- Support the recruitment and development of new board members
- Build effective relationships with fellow board members and executive team and take collective responsibility for board decisions

Stakeholder Engagement:

- Act as an ambassador for Changeworks, representing and promoting the organisation at external events and in wider networks
- Develop and maintain strategic relationships with key partners and stakeholders
- Support the organisation's public profile and reputation management

Professional Development:

- Participate in board training and development activities
- Stay informed about sector developments and best practice in corporate governance
- Contribute to the continuous improvement of board effectiveness

Terms and Conditions:

- Title: Non-Executive Board Member & Trustee
- Salary: Voluntary role (reasonable expenses reimbursed)
- Location: Hybrid (meetings in Edinburgh with virtual attendance option)
- Time Commitment: 8-12 days per year
- Reports to: Chair of the Board

TRUSTEE PERSON SPECIFICATION:

Required Experience and Capabilities

Senior Leadership Experience:

We seek individuals with leadership experience that demonstrates strong strategic thinking, an entrepreneurial mindset and an understanding of the complexities of governance in the charitable sector. This could include:

- Senior management, executive or non-executive roles in mission-driven organisations
- Experience serving on boards or committees in any sector
- Track record of leading teams through organisational transformation and growth
- Experience of working with diverse stakeholder groups including, but not limited to, social housing, local government, or minority groups.

Strategic Growth and Risk Management:

Candidates should demonstrate capability in at least one of:

- Driving or enabling organisational growth and development
- Understanding risk management in complex organisations
- Good governance in regulated organisations
- Track record of success in purpose-driven organisations

Specialist Knowledge Areas:

We particularly welcome expertise in:

- Corporate governance and organisational structures – especially within a group structure
- Financial oversight and corporate governance
- Environmental and social impact measurement and monitoring
- Digital transformation and technology
- Strategic corporate partnerships and stakeholder/supply chain engagement
- Social enterprise and charitable sector insight
- Legal expertise
- Public sector and government relations

Personal Qualities:

The successful candidate will demonstrate:

- Strategic mindset with ability to balance social impact with commercial success and organisational sustainability
- Excellent analytical and critical thinking skills
- Strong communication and relationship-building capabilities
- Commitment to environmental and social justice
- An ability to elicit diverse perspectives in governance

Additional Considerations:

- We particularly encourage applications from underrepresented groups.
- Candidates should share our commitment to environmental action while bringing diverse perspectives on how to achieve it

HOW TO APPLY:

If you are passionate about joining Changeworks and believe you have the skills and experience we are looking for, please apply with the following:

- An up-to-date CV
- A supporting statement of no more than 2 sides of A4, detailing why you would like to be considered, your relevant experience and expertise and what you think you can bring to the role.

All applications are being handled by our recruitment partner, Trustees Unlimited (part of the Russam group).

All applications should be sent to applications@trustees-unlimited.co.uk with your full name and Changeworks in the subject heading.

For an informal discussion about the role, please contact Melissa Baxter, Managing Partner - Charities on: melissa.baxter@trustees-unlimited.co.uk / 07789 985229.

Closing date for applications: Friday 11th April 2025

Interview with Changeworks: w/c 28th April 2025



INVESTORS IN PEOPLE™
We invest in people Platinum