



Become a Big Hearts Trustee!

Volunteer with the charity of Heart of Midlothian FC to change lives through football!

Big Hearts Community Trust is inviting applications to join its Board of Trustees. There are **two trustee positions** to be filled with an experienced solicitor or legal professional preferred for one of the vacancies.

*Please ensure you read this **Trustee Recruitment Pack** carefully and in full before applying.*

Summary of Application Process

- An application form must be completed.
- Applications should be submitted electronically by email using the Trustee Application Form provided. If you require the application materials in an alternative format or need assistance with the application process, please contact David Gray at chair@bighearts.org.uk to discuss your requirements.
- The deadline to apply is **Thursday 3rd December**, 12 noon.
- Shortlisted candidates will be invited to an interview with a panel of existing Big Hearts Trustees (in Edinburgh or online). Interview dates will be confirmed upon invitation (with reasonable flexibility to accommodate alternative dates and times as may be required).
- The successful candidate will be appointed subject to approval of the Big Hearts' Board.






About Big Hearts

Big Hearts Community Trust is an award-winning non-profit organisation and the charity of Heart of Midlothian football club.

As one of Scotland's top football charities, Big Hearts develop and run high-quality programmes and support services designed with equity and inclusion at heart.

Big Hearts works closely with the Club, supporters and key-actors across Scotland to harness the power of the beautiful game towards young people's future, physical and emotional wellbeing, community connections and whole family support.

Highlight 2026:

- Opening of a new Sensory Room in the Wheatfield Stand
- 3,000+ free community meals provided at 'Warm Welcome'
- First summer Residential Trip to Glencoe open to teenagers
- 2,500+ volunteering hours completed across all activities

Social impact 2025/26:

Big Hearts runs a variety of programmes and free support services all year long. Visit our website for more info: ww.bighearts.org.uk

Recent evaluation with participants demonstrated:

- 94% strengthened social connections
- 92% improved wellbeing
- 88% increased confidence
- 86% new skills developed






The Big Hearts' Board

The Big Hearts' Staff team is supported and governed by a Board of Trustees.

The Board currently consists of seven members: David Gray (Chair), Stephan Briggs, Chris Bruce, James Jopling, Amy Paterson, Graham Robertson and Adrian White.

The charity is recruiting two new Trustees to join the Board early in 2027.

Values & commitment

Our values guide everything at Big Hearts: how we work, the relationships we build and the positive difference we make in our communities.
Our trustees are expected to uphold and champion this vision:

- Courageous
- Community focused
- Unique
- Collaborative
- Caring

Big Hearts is committed to building a diverse and inclusive Board of Trustees that reflects the communities we serve.

We welcome applications from individuals of all backgrounds, identities and lived experiences.

We particularly encourage applications from groups currently under-represented in charity leadership and governance, as well as groups with value lived experience of the community challenges Big Hearts seek to address such as social isolation, wellbeing, poverty, inequality.






Commitment

Trustees are appointed for **an initial term of 3 years** and are expected to, at a minimum, attend:

- Four Trustee Board meetings per year
- An Annual Strategy Board away day
- Annual General Meeting
- Annual 1:2:1 performance review with the Chair

It is expected that the Trustees will support and participate in some Big Hearts' events throughout the year and provide ad-hoc support to the Big Hearts Staff team and Board as required.

Statement of Duties

The responsibility of a Trustee is to direct the affairs of Big Hearts Community Trust through efficient, effective and accountable governance ensuring that the organisation is solvent, professionally-run and that it acts in accordance with its aims and objectives, as well as complying to charity regulations.

Trustees are responsible and accountable for the overall strategic leadership and direction of Big Hears Community Trust, safeguarding the assets, reputation and ethos of the organisation; and promoting work; and upholding Big Hears Community Trust's core values.

Data Protection Act 1998

Trustees should be aware that Big Hearts Community Trust is required to share their personal information in the following ways:

- As a Company Limited by Guarantee, Big Hears CommunityTrust must register Trustees as directors with Companies House.
- As required information to support grant and tender submissions.
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover).






Skills Required

A detailed Person Specification follows, but in short Big Hearts welcomes applications from any candidate who can demonstrate such expertise and skills as:

- Relevant professional qualifications, experience and expertise with Board level or senior management experience.
- Experience of engaging with diverse communities, including people with lived experience of poverty, neurodivergence, mental health and wellbeing challenges, seeking refuge or asylum, and people from Black and Minority Ethnic (BME) backgrounds, would be highly desirable.
- Senior-level experience working on developing and sustaining new income streams in the third sector.
- Leadership – supportive, collaborative and expert at building strong productive relationships.

One of the roles is to be filled by an **experienced solicitor or legal professional,** ideally with some charity sector knowledge or experience.

The other role is less prescriptive, though the Board would particularly welcome applications from candidates with experience of either **charity sector governance** processes, procedures, records and compliance, or candidates who can demonstrate **lived experience** or working knowledge of the areas Big Hearts works in.



Encouraging applications from women
Following recent changes in the composition of our Board, we are particularly keen to encourage Trustee applications from women.

We recognise the value that a diverse Board brings to the organisation, including a breadth of perspectives, experiences and skills. We are therefore taking positive action to encourage greater female representation among our Trustees.

Applications are welcome from everyone who meets the role requirements, and all applicants will be assessed fairly against the same selection criteria.

All trustees are expected to uphold and represent Big Hearts' purpose, vision, values and mission in a personal and professional capacity.

While it is desirable that any incoming trustees will be a Heart of Midlothian FC supporter, this is not essential.

The Board of trustees will consider any applicant who brings the right skills and experience forward.






Person Specification

Both open vacancies required to be filled with individuals who:

1. Are ambitious and motivated to bring pace and energy to support Big Hearts' strategy and plans.

2. Have relevant professional qualification, expertise and experience of governance and strategy, particularly in a charitable context.

3. Have held Executive or Board level positions, one ideally in a legal position.

4. Have the ability to support and have senior level expertise in the generation and sustaining of new income streams through business and charity networks.

5. Are able to uphold and represent Big Hearts Community Trust purpose, vision, values and mission in a professional and personal capacity.

6. Are able to build strong productive relationships with other Trustees, Staff team and CEO of the charity.

7. Are able to contribute in a collaborative and supportive manner to encourage and develop creative, bigger outcomes.

8. Are inquisitive to find out all about the services, the staff, the volunteers, the community and the beneficiaries of the services of Big Hearts Community Trust.

9. Are well networked and can use this network to bring further interest in the charity.

The *Big Hearts Community Trust Chair is committed to having a diverse Board to bring the best governance and support to the staff team.*






Duties as a Trustee

1. To seek to advance the aims of Big Hearts Community Trust to be a charity for families, supporting all generations within the communities we serve by leading, co-ordinating and facilitating meaningful activities where need is identified. Working closely with Heart of Midlothian football club and the Foundation of Hearts, we aim to use the power of the Club's crest to make a meaningful difference to the lives of families and individuals who need our help most.

2. To approve the strategic direction of Big Hearts Community Trust, in conjunction with the Chair, other Trustees, CEO and the Staff team.

3. To proactively participate in and be responsible for Trustee Board decisions, with due regard to advice from the CEO and the Staff team.

4. To monitor organisational performance against agreed outcomes and targets.

5. To assist, as required, the Chair and Trustees to appoint Big Hearts Community Trust's CEO.

6. To contribute specific skills, knowledge and expertise to assist Trustee Board to discharge its responsibility and to reach sound decisions. This may include involvement in sub-committees, scrutinising reports and consultations, leading discussions and chairing or attending working groups as well as providing specific advice and guidance on issues where a Trustee has particular expertise.



Duties as a Trustee (continued)

7. To develop a constructive and effective working relationship with other Trustees, the CEO and the Staff team.

8. To act in the interests of Big Hearts Community Trust putting organisational interest before own interests or those of any other person or organisation, declaring any potential conflict of interest.

9. To uphold and represent Big Hearts Community Trust's purpose, vision, values and mission in a personal and professional capacity.

10 .To contribute to the governance of Big Hearts Community Trust within best practice frameworks, ensuring the organisation complies with the provisions of the Companies Act, the Charities and Trustee Investment (Scotland) Act 2005 and any appropriate legislation, including guidance from the Office of the Scottish Charities Regulator (OSCR), GDPR etc.

11. To act with the care and diligence that is reasonable to expect within a Trustee's responsibilities, ensuring the Big Hearts Community Trust operates in a manner consistent with its specific purpose as laid out in the Articles of Association; any other governing documents and with reference to OSCR's 'Guidance for Charity Trustees'.






Essential Information

The Non-Executive role is a **non-paid position,** but expenses are payable in line with the Big Hearts' expenses policy.

All trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role. They must also be **eligible** to act as a Company Director and Charity Trustee.

Guidance for Charity Trusts

The office of the Scottish Charity Regulator (OSCR) has produced a '**Guidance for Charity Trustees''.** The document sets out in detail the duties and responsibilities of charity trustees in Scotland.
Click on this link to access: Guidance for Charity Trustees.

Some people are disqualified by law from acting as a charity trustee:

- Someone with an unspentconviction or dishonesty for an offenceunder the Charities and Trust Investment (Scotland) Act 2005.
- An undischarged bankrupt.
- Someone who had been removed undereither Scottish or English law or the courts from being a charity trustee.
- A person disqualified from being a company director.





Become a Big Hearts Trustee!

Big Hearts Community Trust

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Registered Charity SC037311

www.bighearts.org.uk