

TRUSTEE/ DIRECTOR APPLICATION INFORMATION

Thank you for your interest in becoming a Trustee/Director of Routes To Work Limited (RTW).

RTW is a Company Limited by Guarantee with Charitable status and is a key strategic partner within the North Lanarkshire Local Employability Partnership. Established as an independent charity in 2002, we have assisted around 24,000 unemployed local residents back into employment over the past twenty-two years whilst investing over £52 million in the local economy. We have developed a strong reputation for being an innovator and leading provider of skills & employability services locally and nationally.

The role of a Trustee/Director is a rewarding one, but it does come with the responsibilities & obligations outlined by the Office for the Scottish Charity Regulator (OSCR) - further information available at www.oscr.org.uk.

Further detail of what is involved in being a RTW Trustee/Director is provided within this pack including the role description for RTW Trustees and the Code of Conduct that we expect all Trustees to sign-up to. The role of the Board of Trustees is summarised as follows:

- ◆ Establish and promote and review the purpose, mission, vision, and values of Routes To Work in accordance with the company's objects.
- ◆ Decide the strategic direction and goals required to achieve Routes To Work's purpose, mission, vision, and values taking into account the needs of people who use the services and other key stakeholders.
- ◆ Ensure the appropriate use of resources and control of risk so that Routes To Work meets its statutory obligations and delivers its goals in a justifiable manner.

- ◆ Demonstrate good leadership to the staff of Routes To Work and fulfil the Board's responsibilities as an employer.
- ◆ Take responsibility for the performance, succession planning and continuous improvement of the Board, ensuring it maintains the right skills, knowledge and diversity, and adheres to high standards of corporate governance.
- ◆ Manage and support the Chief Executive.

A copy of our most recent annual report is available at <https://www.routestowork.co.uk/annual-report-2023-24> where you will find out more about the life- changing work that our staff deliver on a day to day basis across North Lanarkshire and other local authority areas.

We are keen to build the diversity of the Board and, as such, would welcome applications from all sectors of the community who have an interest in North Lanarkshire, particularly those from under-represented groups.

If you are interested in applying, please send your CV along with a covering letter outlining:

1. Your interest in becoming a Trustee/Director,
 2. The contribution you believe you can make to the development of our company;
 3. How you align with RTW values,
- to our Chief Executive/Company Secretary at kclark@routestowork.co.uk. If you would like to arrange an informal chat regarding the opportunity prior to submitting an application, please contact Kate at the same email address. Applications should be received by:

Noon on MONDAY 16TH JUNE 2025

Thank you once again for your interest in becoming a Trustee/Director of Routes To Work.