



CVS Falkirk & District

# BOARD OF DIRECTORS RECRUITMENT PACK



## Welcome from the Chair of the Board

Dear Applicant,

Thank you for your interest in joining the Board of Directors at CVS Falkirk & District. On behalf of the Board, I'm delighted to welcome you to our recruitment pack and share a little about who we are, what we do, and why your involvement matters.

CVS Falkirk & District plays a vital role in supporting, connecting, and strengthening Falkirk District's third sector. For nearly four decades, we've helped build resilient communities by empowering voluntary organisations, charities, and social enterprises to thrive. Our vision is a fairer, more inclusive Falkirk District, with a strong and confident third sector at its heart.

As Chair of the Board, I've seen first-hand the value that diverse perspectives, skills, and lived experience bring to our governance and strategic direction. We are currently seeking individuals who share our passion for community impact and who want to contribute meaningfully to shaping the future of our organisation.

You do not need prior board experience to apply—we provide support and training to help all our Directors succeed in their role. What matters most is your commitment to our mission, your willingness to learn, and the insight you can bring from your personal or professional experience.

I hope you find the information in this pack useful and inspiring. If you believe in the power of community, collaboration, and the third sector, I encourage you to apply and help us build on the progress we've made.

Thank you again for considering this opportunity. We look forward to learning more about you.

Warm regards,



Neil Bradbrook  
Chair of the Board,  
CVS Falkirk & District

## What is CVS Falkirk & District?

CVS Falkirk & District is an independent, registered charity and company limited by guarantee, serving as the Third Sector Interface (TSI) for the Falkirk Council area. As a key player in the community empowerment landscape, CVS Falkirk & District is committed to supporting local communities by fostering partnerships, strengthening the third sector, and contributing to the broader community planning processes.

The organisation's mission is to build a strong, independent third sector that works alongside public services to improve the quality of life for individuals and communities across Falkirk and District. By continuously enhancing its services, CVS Falkirk & District ensures that its initiatives deliver the greatest possible impact and value to local stakeholders.

## Our Vision

A vibrant and resilient future for Falkirk District: one where the third sector plays a central role in shaping positive, community-driven change. Strengthening the third sector's capacity to lead and deliver progressive change is essential, fostering a unified voice that contributes to building stronger and more inclusive communities, promoting fairness and equity for all.

To achieve this, we will focus on five strategic priorities:

- **Capacity:** Investing in the skills, leadership, and infrastructure of third sector organisations to effectively plan to meet the evolving ambitions and needs of communities.
- **Collaboration:** Brokering connections between people, ideas, and resources to create opportunities for innovative and sustainable solutions.
- **Community Voice:** Encouraging local leadership and decision-making ensures that the voices of those most impacted by issues are heard and acted upon.
- **Community Led Change:** Ensuring the local third sector and its communities are supported to engage and benefit from the transformation of the Falkirk Industrial Clusters.
- **Creativity & Innovation:** Through change and innovation, organisations can better adapt to shifting landscapes, remaining buoyant and resilient while seeking new opportunities

We aim to achieve this by being:

- Brokers and Balancers of relationships between the third sector organisations and the communities they represent and relevant partners
- Catalysts and Enablers of well managed community organisations and their activities
- Facilitators of meaningful opportunities for community groups and third sector organisations to collaborate, align their efforts, and achieve shared goals
- Champions and advocates of community voice, empowerment and action
- Connectors between the community and key decision-makers, empowering people to take ownership of their own narratives and advocate for positive change

## Role of Director: CVS Falkirk & District Board of Directors

CVS Falkirk & District is governed by a Board of up to 10 Directors. We are currently seeking to recruit two new volunteer Directors to help guide our organisation's strategic direction and support the ongoing development of the third sector in Falkirk and District.

Board appointments are for a term of up to three years, with the option for reappointment. Applicants must be nominated by a current member organisation of CVS Falkirk & District.

We are actively looking to broaden the diversity of our Board and welcome applications from individuals with a range of backgrounds, experiences, and perspectives—whether or not you've previously engaged with CVS Falkirk & District.

## What Does the Role Involve?

The Board is collectively responsible for setting policy, managing risk, ensuring accountability, and supporting CVS Falkirk & District to achieve its mission. As a Director, you will:

- Shape and oversee CVS Falkirk & District's strategic direction
- Ensure strong governance and legal compliance
- Support financial oversight and organisational integrity
- Champion the organisation's vision and values
- Promote the interests of the third sector and local communities

## What Can I Expect?

### Meetings & Time Commitment

- One full Board meeting every three months, full Board meetings are held in person
- By exception, short interim meetings may be held in between utilising hybrid capability

### Support & Development

All new Directors receive a comprehensive induction and access to ongoing training and networking opportunities. You may also progress into leadership roles on the Board (e.g., Chair or Vice Chair), or join short-term working groups.

### Expenses & Accessibility

This is a voluntary, unpaid role. However, reasonable expenses will be reimbursed in line with our policies.

### Commitment to Inclusion

CVS Falkirk & District is committed to equality, diversity and inclusion. We welcome applications from individuals of all backgrounds, including those underrepresented in governance roles. If you're passionate about community and want to help shape the future of Falkirk's third sector—we want to hear from you.

## What We're Looking For

CVS Falkirk & District are keen to hear from people with skills or experience in areas such as:

- Legal, HR, finance, governance
- Community leadership, third sector knowledge
- Equality, diversity, and inclusion
- Strategic planning, innovation, and decision-making

## Application Process

To apply, please complete and submit the following by **12 noon, Friday 17 October 2025**:

- Application Form
- Equal Opportunities Monitoring Form
- OSCR Self-Declaration Form
- Nomination by a CVS Falkirk & District Member Organisation

Please email completed documents to: [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

## Next Steps

Shortlisted candidates will be invited to an interview with the Chair and a current Director. This is an opportunity to learn more about CVS Falkirk & District and to discuss how your skills and experience can support our work.