**Application to become a Trustee of the Society of Antiquaries of Scotland**

**Confidential**

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| **Surname:**  |
| **Forename(s):** |
| **Address:**  |
|  |
| **Postcode:** |
| **Daytime Contact No: 🞏** Preferred, please tick |
| **Evening Contact No: 🞏** Preferred, please tick |
| **E-mail Address:** |

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| **References**Please supply the names, addresses and contact details (email and telephone preferable) of two people (NOT RELATIVES), to whom we may contact for references for you. |
| **Name: Can we contact them prior to meeting you?** Yes/No**Address:****Postcode:****Daytime Contact:****Evening Contact:** |
| **Name: Can we contact them prior to meeting you?** Yes/No**Address:****Postcode:****Daytime Contact:****Evening Contact:** |

**Where did you hear about this position? .................................................................................**

**Declaration**

1. I declare that the information in this application is correct and truthful. If I have misled the Society of Antiquaries of Scotland, I agree to my disqualification from the selection process or immediate termination of the role.

2. I understand that the information provided on this form and that obtained from other relevant sources will be used to process my application to become a volunteer Trustee of the Society of Antiquaries of Scotland and to monitor the recruitment process. I understand that it may also be used to ensure compliance with the law; and for the prevention or detection of crime, to protect public funds, or in other ways as permitted by law.

I agree to the processing of my data, in accordance with the Data Protection Act 1998, by the Society of Antiquaries of Scotland.

Signature: Date:

We are looking for certain competencies to add to the Society Council (Board of Trustees) skillset. We are therefore interested in your knowledge, skills and experience rather than what jobs or education you’ve had. This means that you should use this application to give examples of where you have demonstrated or used the knowledge, skills and experience outlined in the job description and person specification.

You can use examples from your working or personal life, including any voluntary work. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title as the President’s Committee will not be able to make assumptions based on this information alone.

It is helpful if you explain:

* How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?
* When you learned the skills or knowledge?
* How often you used the skill or knowledge?

**Please give examples of how you meet the essential and specialist criteria outlined in the person specification.**

 **Please feel free to expand the boxes or to provide further information on an additional sheet(s).**

This question relates to the core knowledge, skills and experience that we expect all Trustees of the Society to possess. It is not necessary to possess all of them.

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| **Knowledge, Skills and Experience – Essential*** Knowledge and experience of voluntary sector issues
* Empathy with the heritage sector
* Willing and able to promote the success of the Society
* Good communication skills and the ability to work as part of the Board of Trustees (Council) to further the organisation’s strategic aims
* Competent computer user and able to communicate regularly by email
* Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board of Trustees
* Willing and able to fulfil the legal duties of a Charity Trustee
* Able to commit to five Board of Trustees meetings a year in Edinburgh, and sometimes elsewhere in Scotland, and become a member of a sub committee (likely to now include online meetings)

**Using examples please tell us how you meet each of this criteria.** |
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The following questions relate to the specialist knowledge, skills and experience that we have identified as important to the successful management of the Society. We expect Trustees to have strengths in at least one of these areas, but often they will be skilled across more.

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| **Specialist Knowledge, Skills and Experience** |
| **Please indicate in which area(s) you have particular strengths that you could contribute to the Society - please tick the appropriate box(es) – those in bold have been prioritised for this round of applications** |
| In depth knowledge of heritage issues | ☐ | **Ability and time to represent the Society in meetings/events/conferences etc.** | ☐ |
| Knowledge of Scotland’s heritage | ☐ | Heritage professional | ☐ |
| **Financial management**  | ☐ | Building/construction development expertise | ☐ |
| Management and development of paid staff (Human Resources) | ☐ | Publishing management expertise | ☐ |
| Fundraising expertise | ☐ | Museums expertise | ☐ |
| **Knowledge of legal compliance responsibilities of registered charities including OSCR** | ☐ | **Project development/management experience** | ☐ |
| Lobbying, campaigning or advocacy skills | ☐ | **Organisational development/strategy** | ☐ |
| Legal expertise (please state area) | ☐ | Heritage volunteer | ☐ |
| Communications and/or PR | ☐ | Digital archiving and/or expertise | ☐ |
| Student | ☐ | Early Career Researcher (within 5 years after last graduation) | ☐ |

This final section of this application form provides space to give examples of where you have demonstrated or used each of the specialist knowledge, skills and experience that you have indicated you possess in the last question.

For example:

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| **Specialist knowledge, skill or experience:***Use this space to identify the knowledge, skill or experience that you have indicated that you possess above, for example:*Successful fundraiser  |
| **Using examples please provide evidence that you possess this knowledge, skill or experience.** |
| *Use this space to provide examples from your working or personal life that demonstrate that you possess this knowledge skill or experience. It is helpful if you explain:** *How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?*
* *When you learned the skills or knowledge?*
* *How often you used the skill or knowledge?*
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We have provided space for up to three specialist knowledge, skills or experience below. If you think that you possess more specialist knowledge, skills and experience then please duplicate these boxes or add additional pages. Please feel free to expand the boxes or provide information on additional pages.

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| **Specialist knowledge, skill or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill or experience.** |
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| **Specialist knowledge, skill or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill or experience.** |
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| **Specialist knowledge, skill or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill or experience.** |
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***Please complete and return to:***

*Dr Simon Gilmour, Director***,** *Society of Antiquaries of Scotland, Chambers Street, Edinburgh EH1 1JF – preferably by e-mail at the address below:*

*Telephone: 0131 247 4115 E-mail: director@socantscot.org*