



Recruitment Pack

Public Engagement Committee Member

Inside:

- Welcome from Bishop President
- About SCIAF
- How to apply
- Role Description
- Person Specification
- Public Engagement Committee – Terms of Reference

Welcome

We seek to appoint a Committee Member to our Public Engagement Committee. This committee plays a vital role by contributing technical and professional advice, expertise and constructive critique to staff in the development of strategies and plans for our outreach activities in parishes and schools, campaigning and fundraising.

SCIAF is the Scottish Catholic International Aid Fund - the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change. We are inspired by the Gospel to tackle the causes of poverty and injustice.



We work with people in the hardest circumstances, so they can overcome their daily struggles and break the deeper causes that create suffering. Reaching out in love to the poorest people, regardless of age, race or religion, we believe in supporting the whole person, including their spiritual wellbeing, political voice, cultural and community life.

We are looking to appoint a new committee member who will help strengthen SCIAF's governance. The Public Engagement Committee's specific role is to support, monitor and advise on the development of SCIAF's Scotland-facing work in a way that contributes to the quality and effectiveness of what SCIAF does.

This is an important time for SCIAF, as we respond to new challenges around the world. We have 60 years' history of making a real difference to the lives of poor people around the world, giving them a hand up, not handouts. If you can see clearly how you would build on this success and help us make an even bigger difference, we would like to hear from you.

Should you decide to apply, and if you are successful, you will play a critical role supporting an organisation which serves some of the world's most marginalised people, protecting and nurturing the values of SCIAF which are founded in Catholic Social Teaching, and ensuring that SCIAF can look forward to a thriving future.

I trust this pack will be useful in helping you decide if you have the passion, skills and dedication required for this voluntary position. If so, we look forward to hearing from you.

Yours sincerely,

Bishop Brian McGee
Bishop President

Scottish Catholic International Aid Fund

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family. 196 Clyde Street, Glasgow G1 4JY. Tel: 0141 354 5555. Scottish Charity No: SC012302. Company No: SC197327.

About SCIAF

Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps people climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike. And, with a staff of 43 people based in Glasgow, we deliver an impact far greater than our size.

Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful role, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

We are inspired by Catholic social teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow. In the workplace, this translates into an environment that is supportive, inclusive, innovative and fair – and that's why so many staff at SCIAF have stayed with us for years.

Diversity, Equity & Inclusion

As an inclusive employer, we want our staff to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We're committed to diversifying our workforce across all roles and pay grades – and we've already made progress. But we know we have to do more. That's why we're dedicated to increasing the representation of currently under-represented groups at staff and board level.

Who we are

As part of the global Caritas family, compelled by Christ's love, we help people in the world's poorest places lift themselves out of poverty, work together to protect our common home, and help people recover from disaster.

For six decades, we have reached out to our global neighbours in need, irrespective of their race, religion or background, sustained by the generosity and love of Catholics in Scotland. We work in partnership with local and church organisations, supporting communities across Africa, Asia and Latin America, to bring about lasting change. In times of emergency, we respond anywhere. We put pressure on governments to care for the planet and create a fairer, more peaceful world.

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At SCIAF, we are inspired by the Gospel to tackle the causes of poverty and injustice. We know poverty is not just a lack of money; it flows from our selfishness, indifference and failure to treat every single person with the dignity they deserve. There is no single source of poverty. A variety of crises and causes combine, creating relentless downward pressure on those who have the least. We always work with people in the hardest circumstances, so they can overcome their daily struggles and break the deeper causes that create suffering. Reaching out in love to the poorest people – regardless of age, race or religion – we believe in supporting the whole person, including their spiritual wellbeing, political voice, and cultural and community life.

Documents for download:

- [About us - video](#)
- [Accountability](#)
- [Annual Account 2023](#)
- [Impact Magazine 2024](#)
- [SCIAF Strategic Focus 2021 -2025](#)

For more information, please visit our website: [SCIAF - Scottish Catholic International Aid Fund | SCIAF](#)

How to apply

Please read the full Role Description and Person Specification carefully. To apply, please submit:

- An up-to-date copy of your CV
- A short supporting statement (no more than two pages) that addresses your motivation for applying for this position.
- Please give details of TWO people we may approach for a reference who can comment on your suitability for this position.

CV and supporting statement should be emailed to recruitment@sciaf.org.uk by Friday 23rd May 2025.

Next steps

Interviews will take place in-person, where possible, week beginning 2nd June 2025 at our offices in 196 Clyde Street, Glasgow, G1 4JY.

Safeguarding checks

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

Whilst Committee and Board members generally do not have a regulated role, there may be circumstances where the role falls into the category of regulated such as for overseas travel to review projects and a satisfactory PVG check from Disclosure Scotland will be required.

All staff and volunteers are required to adhere to SCIAF's Safeguarding Policy and a Code of Conduct which specifies the attitudes and behaviours that all staff and volunteers are expected to maintain.

Role Description

Position title:	Public Engagement Committee Member
Duration	Appointments are expected to last three years, with the possibility of a second term.
Salary:	This position is unremunerated. Reasonable receipted expenses will be refunded.
Location:	Glasgow
Time Commitment	Committee members are expected to attend and prepare for quarterly Public Engagement Committee meetings
Closing date:	Friday 23 rd May 2025
Interview date:	Week beginning Monday 2 nd June 2025 (expected)

Background to the role

The purpose and responsibility of the Public Engagement Committee is set by SCIAF's Board of Trustees, who recognise that the committee plays a key role in the oversight and monitoring of the work of the Public Engagement Department and thus strengthens its accountability.

Overall purpose of role

The Public Engagement Committee's specific role is to support, monitor and advise on the development of SCIAF's Scotland-facing work in a way that contributes to the quality and effectiveness of what SCIAF does, and its accountability to its partners, supporters, donors and other stakeholders.

Key responsibilities

- To play an active part in the committee's work, enabling it to achieve the purpose set out in the constitution.
- To maintain an interest in the wider context of the work which the committee supports and monitors, and to bring into SCIAF professional expertise, perspectives and advice based on wider experience and awareness.

- To maintain an interest in, and awareness of, the whole of SCIAF's work and its impact in its sector of development and humanitarian International NGOs, and to contribute to the work of the committee from the perspective of an external stakeholder as well as an independent expert.
- To be able to attend most, and preferably all, committee meetings. To be able to give adequate time for reflection and preparation of committee meetings and work with staff as required.

Safeguarding

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Code of Conduct

All staff and volunteers are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

"Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern."

Person specification

Area	Essential	Desirable
Qualifications		
Educated to degree level or equivalent experience in relevant subject (e.g. communications, education)	✓	
Experience		
Significant experience in advocacy/communications ie policy and public affairs, campaigns, support for partner advocacy or marketing and communications in a senior role.		✓
Developing or implementing communications strategies		✓
Income generation and diversification		✓
Trustee or Committee member in a governance structure		✓
Experience of reviewing reports and monitoring key performance indicators	✓	
Experience of engaging with stakeholders at different levels of government (Parliament, civil service, local authority) to influence policy decisions		✓
Proven experience of executing successful fundraising campaigns		✓
Experience of monitoring strategic and organisational effectiveness	✓	
Knowledge		
Understanding of, and commitment to, SCIAF's vision, mission, values, strategy and ways of working	✓	
Knowledge of crisis communications management		✓
Sound knowledge of the UK/Scottish political context		✓
Knowledge of Charity Law and its link to campaigning on political issues		✓
Understanding of Catholic social teaching and integral human development	✓	

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Scottish education system, including the Curriculum for Excellence, learning for sustainability and “This is our Faith”		✓
Knowledge of legislative and compliance requirements relevant to the governance of a charity	✓	
Understanding of and commitment to SCIAF’s overseas, education and advocacy work	✓	
Knowledge and understanding of Caritas and the Caritas Partnership Principles		✓
Skills and Abilities		
Analysis – analytical and organised, able to deal with a range of complex issues across SCIAF’s internal and external environment.	✓	
Influence and persuasion – well-developed negotiating and influencing skills, with the ability to persuade in a complex stakeholder environment and act as an effective ambassador for SCIAF.	✓	
Numeracy – well-developed financial skills to ensure that resources are channelled effectively to achieve the organisational goals of SCIAF.		✓
Credibility – models high standards of personal conduct, honesty and integrity that encourages and inspires colleagues and stakeholders alike.	✓	
Innovation – a shrewd, creative, open minded and strategic thinker with a willingness to learn and the ability to identify opportunities for improving the quality and depth of SCIAF’s work.	✓	
Attitude		
Empathy – a genuine interest in the work and ethos of SCIAF, its aims and objectives and a passion for tackling international poverty at its root. A deep awareness of the needs of our partners and project participants and an understanding of our supporters.	✓	

Public Engagement Committee

Terms of reference

1. Purpose and mandate

The purpose and responsibility of the Public Engagement Committee is set by SCIAF's Board of Trustees, who recognise that the committee plays a key role in the oversight and monitoring of the work of the Public Engagement department and thus strengthens its accountability.

The Public Engagement Committee's specific role is to support, monitor and advise on the development of SCIAF's Scotland-facing work in a way that contributes to the quality and effectiveness of what SCIAF does, and its accountability to its partners, supporters, donors and other stakeholders. The Committee does this by:

- 1.1 Contributing technical and professional advice, expertise and constructive critique to staff in the development and approval of strategies and plans pertaining to Outreach activities in parishes and schools, campaigning and fundraising.
- 1.2 Monitoring and participating as appropriate in the learning, review and evaluation of key outreach and fundraising projects.
- 1.3 Monitoring those systems of governance and accountability applicable to fundraising and outreach work.

2. Membership

- 2.1 Members of the committee are appointed and removed by SCIAF's Board of Trustees.
- 2.2 The term of office is three years which is renewable, normally only once.
- 2.3 The committee consists of the Chair, who is a Trustee of SCIAF, and no fewer than three other members, who are not employed by SCIAF and who have relevant experience in the field of fundraising, campaigning, development outreach or marketing and communications.
- 2.4 SCIAF's Chief Executive and SCIAF's Director of Public Engagement should attend meetings.

- 2.5 Meetings are also attended by other members of staff or external advisers by invitation from the committee.

3. Chair

- 3.1 The Chair is appointed by the Trustees from amongst the membership of the Board.
- 3.2 The Vice Chair will be chosen from amongst the other members of the committee.

4. Functions

- 4.1 To review and recommend to the Board for approval the communications, outreach and fundraising strategies, ensuring they are in line with Catholic social teaching and SCIAF's strategic plan.
- 4.2 To review market research and other evidence, and offer advice to develop SCIAF's profile and fundraising reach in Scotland.
- 4.3 To review the success of SCIAF's fundraising and outreach work.
- 4.4 To offer advice and support to staff in developing SCIAF's Scotland-facing work.

5. Procedures

5.1 *Relationship to the Board*

The committee reports to SCIAF's Board of Trustees through the minutes of its meetings which will be presented to the earliest possible Board meeting. The committee Chair will make a verbal report to the Board of Trustees at least once a year and an annual written report will also be submitted.

5.2 *Frequency of Meetings*

The committee will meet four times a year normally. Meetings will be called by the Chair and at least 14 days' notice will be given to the Committee members. Committee members can consent to a meeting being held at short notice.

5.3 *Quorum*

In order to be quorate, three out of four independent members must be present for the Committee meetings. Should a meeting be non-quorate, this

will be noted in all recommendations to the Board of Trustees, and in the minutes.

5.4 *Voting*

Decisions will normally be made by consensus. In the event that a vote is considered necessary, this will be by simple majority of the members present and the result will be recorded in the minutes. In the event of a tied vote, the Chair shall have a second and casting vote. Staff in attendance do not have voting rights.

5.5 *Right of Referral*

The Chair has the right to reserve any matter to the Board of Trustees and in particular, those decisions which raise significant policy implications for the whole of SCIAF or concerning which there is considerable dissent within the Committee.

5.6 *Secretary and Minutes*

The HR/Admin Manager will act as Secretary to the Committee and will keep minutes and other records as required. Minutes will be prepared within one week of each meeting and circulated to members of the committee.

5.7 *Working Groups*

The Chair, together with the Chief Executive, can establish Working Groups on particular issues at need. These groups will report to the full committee as required.

5.8 *Expenses*

Members of the Committee can claim all reasonable out of pocket expenses associated with attendance of the Committee, in accordance with SCIAF's Volunteer Policy.

6. Information

To assist it in fulfilling its purpose, the committee will receive or have access to the following papers:

6.1 SCIAF Strategic Framework; relevant department strategies and operational plans; thematic strategy papers; monitoring, evaluation and review reports.

6.2 Annual department budgets and proposed spending, within the financial frameworks and annual budgets set by the Board; and updates on spending on major campaigns and projects.

6.3 Such further information that is necessary to allow the committee to competently carry out its duties.