**Role:** Board Member

**Reporting to:** Chair of the Board

**Salary:**  Voluntary (expenses covered)

**Based:**  UK-wide

**Start date:**  Autumn 2024

**About Firstport**

The Firstport Group is Scotland’s leading agency for supporting social entrepreneurs, social enterprises, and purpose-led businesses. Encompassing Firstport for Social Entrepreneurs, Firstimpact and Firstfund, the group has over 16 years’ experience supporting thousands of entrepreneurs to develop, start, and grow their businesses.

* **Firstport** is the first port of call for social entrepreneurs. Its mission is to make social enterprise accessible, achievable and aspirational. Since 2007, Firstport has helped budding social entrepreneurs make their ideas happen.
* **FirstImpact** aims to cultivate a purpose-led approach to business beyond social enterprise. It works with the wider business as a force for good movement across all sectors who want to structure and grow their businesses in a way that is profitable, purpose-led, and impact-focused.
* **Firstfund**’s (formerly known as Impact Investment Partnership Scotland) mission is to offer finance options that are culturally and commercially compatible with creating positive impact. It currently manages the Catalyst Fund, a £15m fund from the Scottish Government that invests in impact through an innovative finance model.

Our group vision is a society in which doing business is synonymous with doing good. Deliberately ambitious, our vision describes the prospect of a society where all businesses operate to the benefit of their communities, in harmony with nature, and with respect for future generations.

Firstport is an accredited [Investor in Diversity](https://www.firstport.org.uk/news/firstport-becomes-an-accredited-investor-in-diversity/) and as such, it is committed to equality, diversity, and inclusion. We aim to recruit and retain the best candidates from the widest pool of talent, one which reflects the communities we serve.

Find out more about us on our website - [www.firstport.org.uk](http://www.firstport.org.uk)

**About the role(s):**

We are looking for new members to join the Firstport board and compliment the skills, experience, and backgrounds of our [Chair and existing members](https://www.firstport.org.uk/meet-the-board/). As a team

and together with the Chair, we have recently reviewed the skill set of our existing board and identified the skills, knowledge, and attributes which we believe are crucial to drive forward our strategic aims. These are reflected in the role specification below.

We particularly encourage applications from people from diverse backgrounds, abilities, ages, and geographies. It is important that the lived experience of social entrepreneurs is represented within our board, and we welcome applications from individuals who have led a social enterprise or a social venture.

We expect all board members to have some general skills and personal attributes that enable them to make a full contribution to the work of the board. These skills and experience may not necessarily come from working in the social enterprise or business sectors, and we are interested in members who can introduce new ideas and make connections between the different sectors our board members come from.

**Role Specification**

As a Firstport Board member, you will:

* Oversee appropriate governance and financial management arrangements for the organisation, ensuring compliance with all relevant legislation
* Together with the Chair, provide strategic direction to the company whilst avoiding becoming involved in day-to-day operational matters
* Maintain and regularly review Firstport’s systems of internal controls, performance reporting, policies, and procedures
* Review and assess the risks to which Firstport is subject, and take action to avoid or mitigate identified risks
* Attend quarterly board meetings - online, Edinburgh or Glasgow- and actively participate in Board and sub-committees’ work
* Communicate effectively both within the board and on behalf of Firstport externally to a variety of stakeholders
* Maintain links with the wider social enterprise, business, and public sector, where these are relevant to the work of Firstport
* Prepare for funding panels and making decisions on seed funding applications
* When possible, attend events and activities organised by or on behalf of Firstport, FirstImpact, or IIPS
* Uphold the highest ethical standards of integrity and comply with the Board’s code of conduct

**Skills and Attributes**

Candidates will need to demonstrate:

* Commercial acumen and business experience, with an understanding of the challenges faced by small businesses, start-ups, and in raising investment
* Effective communication, able to build relationships and partnerships with key stakeholders and work co-operatively within a team setting
* A commitment to the vision, mission, and values of the Firstport Group
* A general understanding of the knowledge and skills needed to successfully perform the tasks of running and developing the organisation. These include finance, HR, communications, operational planning, etc.
* Experience of strategic management with the ability to analyse, review and challenge complex issues and make balanced judgements
* Passion for and with proven interest in the social enterprise sector
* Confidence in networking, with a wide range of contacts in the sectors mentioned above
* An openness to new ideas and able to work cooperatively within a team
* Positivity, proactiveness and able to motivate and support the board and the Chief Executive

Board members must ensure that the Board organises its work to make the most effective use of time, skills, and knowledge. This includes preparing for board meetings and attending training or events that enhance their ability to serve successfully as a member and perform their role and responsibilities effectively. A full induction will be provided, including meeting with the Chair and the wider Board and Firstport team.

The role of Board Member for Firstport is a voluntary position and as such is not remunerated. However, travel and other associated expenses are reimbursed.