



Candidate pack

Role: Charity Trustee

Finance Lead

2026



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Welcome from David Davidson, Chair of the Board of Trustees

Thank you for your interest in becoming a charity Trustee of St Andrew's First Aid.

Our purpose is simple. To save lives. Every day, through our volunteers and our training, we provide first aid where and when it is needed across Scotland.

You may have seen us supporting major public events, working with schools, training colleagues in your workplace, or serving alongside someone in your community who volunteers their time.

St Andrew's First Aid has been part of Scotland's communities for over 140 years. We are proud of that heritage. But we are equally clear that heritage alone is not enough. The needs of communities are changing, expectations of charities are rising, and the role we play must continue to evolve.

This is an important moment for St Andrew's First Aid. We are strengthening our organisation, modernising how we work, delivering a refreshed strategy and vision for the years ahead. We are confident in our role within Scotland's network of community and emergency support, and we are ambitious about what more we can do.

As Chair, I am inviting new charity Trustees to join the Board at this stage of our journey. Charity Trustees provide strategic leadership, strong governance and constructive challenge. Working in partnership with the Executive Leadership Team, the Board helps ensure the charity remains effective, resilient and focused on its mission.

I look forward to welcoming charity Trustees who are motivated by purpose, bring senior-level experience and judgement, and want to help shape the future of a national charity that saves lives and supports communities across Scotland.

**David Davidson,
Chair of the Board of Trustees**



Who we are and why we matter

St Andrew's First Aid is Scotland's dedicated first aid charity and the country's leading provider of first aid training and event first aid services. Our role is to equip people with the skills, confidence and support to act in an emergency. Our commercial training operation is market-leading in Scotland, delivering high-quality, professionally accredited training at scale.

We deliver our impact through a clear and sustainable dual model. Each year, we train more than 15,000 people in first aid, health and safety and mental health first aid. We work with employers, public sector organisations, schools and individuals across Scotland. Income from our commercial training is reinvested directly into the charity, enabling wider public benefit.

Alongside this, our volunteer network provides first aid cover at events of all sizes, from major national occasions to local community events. More than 650 trained volunteers give their time and expertise, contributing thousands of hours each year to help keep people safe.

As a national charity with reach across Scotland, we are trusted, visible and respected. We combine professional standards with strong community roots, and we are known for delivering high-quality services that make a real difference.

We are focused on the future. Demand for first aid skills is growing, and there is a clear opportunity to extend our reach, influence and impact across Scotland. We are building the capability, capacity and confidence to do more.

Charity Trustees joining our Board now will help guide a well-established national charity as it strengthens its foundations, supports its people and volunteers, and continues to save lives across Scotland.

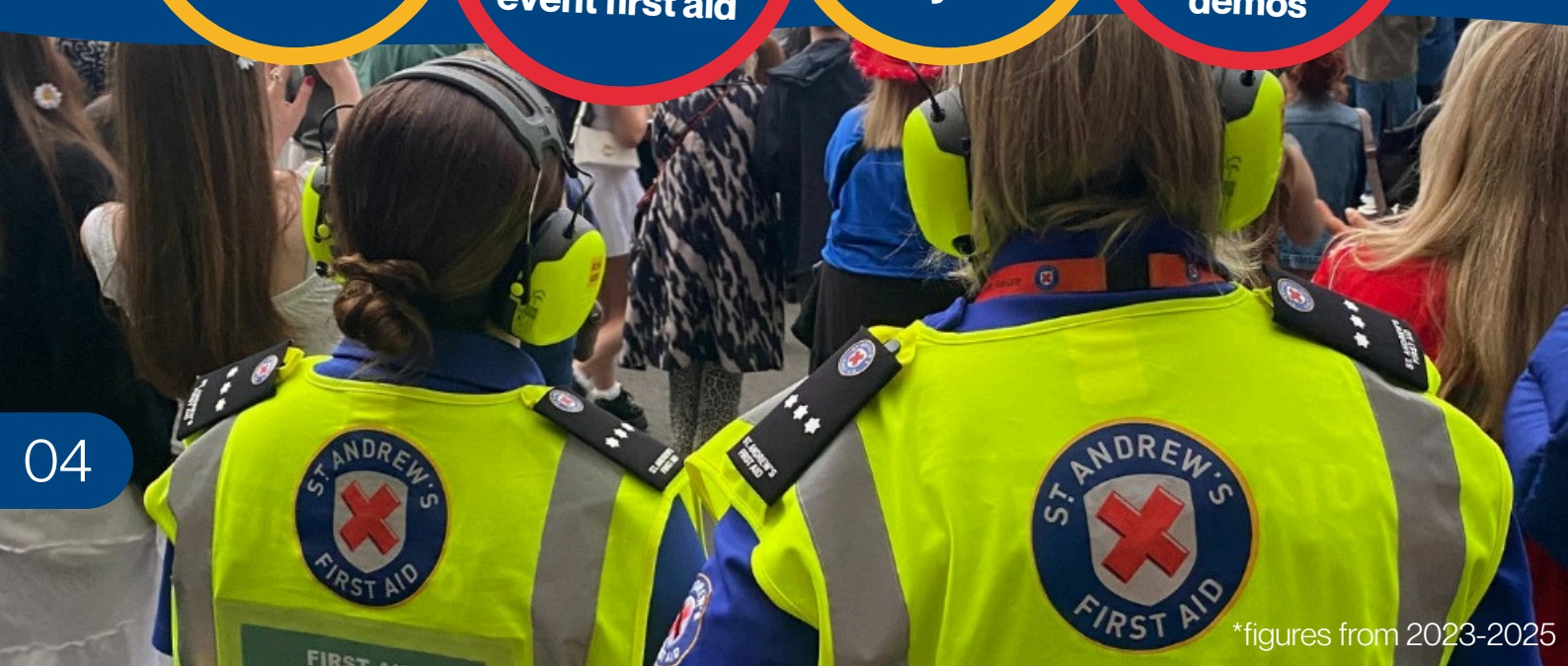
**Over 650
volunteers
nationwide**

**33,527
volunteer
hours
delivering
event first aid**

**45,000
people
trained
by us**

**6,422
volunteer
hours
delivering
public talks &
demos**

*



What being a charity Trustee involves

Charity Trustees of St Andrew's First Aid play a strategic, non-executive role. Together, the Board provides leadership, oversight and constructive challenge, helping to guide the long-term direction of the charity and ensure it remains well-governed, sustainable and focused on impact.

Charity Trustees are not involved in the day-to-day management of the organisation. That responsibility sits with a capable and experienced Executive Leadership Team. The Board's role is to set direction, support good decision-making and ensure the right frameworks are in place for the charity to succeed.

As a charity Trustee, you will contribute to the Board's collective responsibilities, including:

- Setting and supporting the strategic direction of the charity
- Providing oversight of performance, risk and financial sustainability
- Ensuring strong governance and compliance with legal and regulatory duties
- Acting as a steward of the charity's assets, reputation and values

Charity Trustees are expected to attend four Board meetings each year. Meetings are normally held in person in Glasgow. Trustees may also be asked to contribute to occasional additional meetings, briefings or events where appropriate.

We recognise that being a charity Trustee is a serious responsibility. We also believe it should be a positive and rewarding experience. Charity Trustees are supported through a structured induction, access to information and ongoing development, and a Board culture that values openness, respect and thoughtful challenge.

This is a role for people who want to make a meaningful contribution, bring perspective and judgement, and help shape the future of a national charity that saves lives.



The trainer was really enthusiastic and engaging. The ways to test knowledge and make the day interactive was particularly helpful. I'd definitely recommend their Emergency First Aid at Work course here to another.



 Trustpilot





Role Purpose

Our Finance Lead supports the Board of charity Trustees in fulfilling its collective governance responsibilities under Scottish charity law. The role brings additional financial insight to help ensure the charity is well-governed, financially sustainable, and compliant with the requirements of the Office of the Scottish Charity Regulator (OSCR).

Legal Duties

All charity Trustees share equal responsibility and must act in accordance with the Charities and Trustee Investment (Scotland) Act 2005. Trustees must:

- Act in the best interests of the charity and its beneficiaries
- Ensure the charity acts in furtherance of its charitable purposes
- Act with care and diligence
- Ensure compliance with OSCR regulations and other relevant legislation



The instructors were fantastic, delivered in a way that was easy to understand, gave us plenty of practice, reinforced things in a style that was interesting and gave us confidence in trying first aid techniques. The clarity of the delivery was so interesting and coherent I felt it would not be possible to get better first aid training





Key Responsibilities

Governance & Strategic Oversight

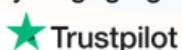
- Contribute actively to Board decisions and strategic planning
- Ensure financial considerations are integral to strategic decisions
- Support the development and review of policies, including financial regulations, reserves, and risk management
- In conjunction with the Chief Executive, ensure effective systems of internal control are in place

Compliance & Accountability

- Support compliance with OSCR reporting requirements, including the annual return and charity Trustees' Annual Report
- Liaise with external auditors and/or independent examiners as required
- Ensure appropriate financial records are maintained in line with legal and regulatory requirements



Really well informed and excellent course facilitator, who created a good atmosphere in the group, managing different personalities successfully, the content was very engaging



Financial Oversight

- Provide oversight and scrutiny of budgets, management accounts, financial forecasts, and annual reports and accounts
- Support the Board in understanding financial information and financial risk
- Contribute to long-term financial planning and sustainability
- Ensuring effective financial policies are adopted and implemented
- Ensuring an appropriate reserves policy and plans to achieve it
- Advising on the financial viability to meet strategic and operational plans
- Keep abreast of changes of external matters relevant to the charity finance
- Ensuring investments are well managed
- Regular liaison with the Chief Executive and Executive Director of Corporate Services
- Contributing expertise to the financial aspects of the strategic Risk Register

Support & Constructive Challenge

- Offer professional insight and constructive challenge on financial matters
- Support and advise the Chief Executive and senior management (where applicable)
- Be a member of our Finance, Audit and Risk Management Committee

Person Specification

Essential

- Strategic level experience in one or more of the following areas: accountancy, financial management, auditing or business finance
- Sound judgement and a commitment to exemplar governance
- Ability to work collaboratively within a Board environment
- Commitment to the charity's values and objectives
- Willingness to meet the time commitment required

Desirable

- Knowledge of the financial obligations facing charities in Scotland
- Previous charity Trustee or non-executive experience
- Relevant professional qualification (e.g. CA, ACCA, CIMA, or equivalent)

Time Commitment

Estimated to be about 2 days per calendar month as follows:

- Four Board meetings per year
- Four Finance, Audit and Risk Management Committee meetings per year
- Preparation time for meetings (reading papers in advance)
- Ad-Hoc meetings with senior staff on relevant business matters
- Personal administration – checking and responding to emails on a weekly basis

What's in it for you?

- Gain valuable experience in governance, strategy, and leadership while contributing to meaningful, positive change in a leading Scottish charity
- Charity Trustee induction, training, and governance support
- Reimbursement of all associated expenses



How to apply

You can apply via on our website -
<https://www.firstaid.org.uk/trustees/>

For an informal chat about the role, please
contact St Andrew's Chief Executive,
Derek Robertson at:

derek.robertson@standrewsfirstaid.org

Applications close June 2026





Contact us:



0141 332 4031



www.firstaid.org.uk



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