**EAUC-Scotland are seeking two dedicated EAUC Members from the Higher Education and Further Education Sectors to join our Office Bearers Group (OBG)**, following the stepping down of Billy Grace (Dundee and Angus College) and Michelle Brown (University of Edinburgh).

The new representatives will join John Wincott (Fife College) and Eilidh MacPhail (University of the Highlands and Islands) on the group. All Universities and Colleges in Scotland are EAUC Members, so all staff in Scottish Universities are eligible, but please note the OBG would prefer to only have one representative from each institution within the group to bring a diversity of perspectives.

Following an evaluation of the skills and experiences needed to ensure the OBG can provide the EAUC-Scotland Team with the support and insights to effectively support the sector, **we are specifically seeking applications from individuals working in a) colleges in Scotland who have teaching responsibilities or engage with the curriculum; b) universities in Scotland who have policy or estates responsibilities**.Applicants can be at any stage of their professional development.

**What is the Office Bearers Group?**

The Office Bearers Group (OBG) consists of two representatives from the Scottish Further Education sector and two representatives from the Scottish Higher Education sector. The group meet quarterly plus at Forums / AGMs either virtually or physically, at times to suit the group members. Each member of the OBG serves for a period of two years, with the possibility of continuing for a further two-year term.  
   
The OBG aims and objectives are to:

* Provide added value to the core activities of the EAUC by providing a focus that is specific to Scotland;
* Encourage and support sustainable development, environmental performance and social responsibility throughout the Further and Higher Education sectors in Scotland;
* Provide a specialist focus on relevant issues by facilitating the exchange of information and the dissemination of best practice informed by those specific Scottish issues;
* Offer guidance and support to the EAUC-Scotland Office in shaping and implementing the EAUC-Scotland Programme and the broader EAUC UK Strategic Plan.

The EAUC-Scotland Convenor holds additional responsibilities within the OBG, including:

* Becoming a Trustee for EAUC and joining the [EAUC Board.](https://www.eauc.org.uk/our_executive_committee)
* Quarterly one-to-one meetings with the EAUC-Scotland Programme Manager ahead of EAUC Board of Trustee meetings;
* Reporting to the EAUC Board of Trustees on EAUC-Scotland activities;
* For details on what is expected of a Trustee of a charity see: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

**Application Process**

Please complete this form to apply to be a member of the EAUC Scotland Office Bearers Group, and email EAUC-Scotland on [Scotland@eauc.org.uk](mailto:Scotland@eauc.org.uk).

**EAUC-Scotland is committed to equality and diversity and we especially encourage applications from women and ethnic minorities who are underrepresented in the sector.**

**The closing date is 23rd November.**   
We will be holding our Winter Forum on the 1st December, when one member of each EAUC Educational Member organisation in Scotland and present will be eligible to vote on the new OBG member.  
   
Find the EAUC-Scotland Terms of Reference and current OBG Members on our [Governance page](http://www.eauc.org.uk/meet_the_team).

Please find the application from on the next page.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 1: About you | | | |
| Name |  | Institution name |  |
| Email |  | Job title |  |
| Telephone |  | Mobile | - |

|  |
| --- |
| Section 2: Background, Expertise and Skills |

**Please check all the boxes below which best represent your experience areas. Those in bold are the ones we are particularly looking for.**

**Background**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Higher Education | | Further Education | | Sector Support Organisation | | Out-of-Sector Sustainability | | Other  Out-of-Sector | |
|  |  | |  | |  | |  | |
| **Please provide a brief explanation of your Background:** | | | | | | | | |

**Current Role**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sustainability | | Estates | | Teaching /  Research | | Professional Services | | Senior  Management | |
|  |  | |  | |  | |  | |
| **Please provide a brief explanation of your current role: (150 words max)** | | | | | | | | |

**Sector Insight – What experiences can you bring to help EAUC-Scotland better support the sector?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Curriculum Development | Financial Management | HR and Staff Development | Organisation Development | Regulatory Under-standing | Strategic Leadership and Planning | Student Engagement |
|  |  |  |  |  |  |  |
| **Please provide a brief explanation of your experiences: (150 words max)** | | | | | | |

**Personal Skills and Experiences (may have been developed in previous roles)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Board Level Governance | Broad Sustainability Knowledge | Business Income Generation | Fundraising / Grant Writing | Marketing / PR | Participative Decision Making | Political Insight and Influence |
|  |  |  |  |  |  |  |
| **Please provide a brief explanation of your skills and experiences:** | | | | | | |

|  |
| --- |
| Section 3: Your profile |

|  |
| --- |
| Briefly explain why you would like to become a member of the EAUC-Scotland OBG: (250 words Max) |

|  |  |  |  |
| --- | --- | --- | --- |
| Public Profile - This section will be made public to Members as part of the voting process. Please explain briefly how you meet the skills required and what you will bring to the OBG: (250 words Max) | | | |
|  | | | |
| Section 4: Confirmation | | | |
|  |  | |
|  | | |  | | |
| I declare that I am an Educational Member of EAUC and I am eligible to stand for election to the EAUC-Scotland Office Bearer Group: | | |  | | |
| I declare I have the interest and capacity to represent EAUC-Scotland on other organisational steering groups and through attendance at relevant events | | |  | | |
| In order to ensure our OBG have the time and effort required for the position, we ask for you to confirm that you have your Line Manager’s and/or institutional support for your application: | | |  | | |
| Your signature  (electronic is acceptable) | | | | | |
| Date | | | | | |