

Cycling Scotland

Joining the Board

Welcome

Cycling Scotland is recruiting two new trustees to our Board from summer 2025.

It's an important time for the charity as cycling levels increase and we work with our members, our many partner organisations and our funders to ensure that continues. This is especially important during the current changes in active travel delivery and reduced budgets, when the need for urgent action on climate change and public health are critical.

Our Board provides strategic leadership and oversight for Cycling Scotland, working with the staff team, and we are looking for new trustees with a variety of skills and backgrounds.

Applications are invited from interested individuals, including from existing members/member organisations, who have the qualities, skills and experience to fulfil this challenging and rewarding role.

Cycling Scotland recognises the value of diversity and encourages applications from people of all backgrounds. We particularly welcome applications from Black, Asian and Minority Ethnic candidates, disabled people and people with other protected characteristics or from different socio-economic backgrounds as they are under-represented in Cycling Scotland at this time.¹

Cycling Scotland is a signatory to the Partnership for Change and continues to meet the voluntary commitment for gender balance on its Board of 50/50 by 2020

Should you wish to discuss your application, please email recruitment@cycling.scot with 'Board recruitment - FAO CEO Keith Irving or Chair Sally Wyke' in the subject line.

Thank you for your interest in joining the Cycling Scotland Board and helping get more people cycling.

¹ Equalities Act defined characteristics are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation

Cycling Scotland's mission ²

Cycling Scotland is Scotland's national cycling charity. Working with others, we get more people cycling, more safely and easily in a better environment.

Cycling Scotland was established in 2003 as a national charity to represent cycling interests and to increase levels of cycling. Our vision is of a sustainable, inclusive and healthy Scotland where anyone, anywhere, can enjoy all the benefits of cycling.

Please read our [current Strategy](#).

Values

As individuals, we will lead by example and, as an organisation, our values are to be:

- Collaborative
- Inclusive
- Professional and evidence-driven
- Ambitious
- Sustainable

More information about our work, and that of Transport Planning & Engineering, the social enterprise established by Cycling Scotland is available in our [annual reports](#).

The role of the Cycling Scotland Board

Collectively, the role of the Board is to:

- Ensure that Cycling Scotland pursues its mission and charitable objectives as defined in the Articles of Association and that these remain relevant over time
- Provide strategic leadership and determine the strategic direction of the charity
- Approve policies, plans and budgets in order to achieve objectives, and monitor performance against them
- Ensure that the organisation's resources are applied exclusively in pursuance of its objectives, that its assets are protected and managed and to ensure the financial viability of the charity
- Ensure that Cycling Scotland complies with relevant company, charity, employment, health & safety and other legislation
- Oversee the effective and efficient administration and management of the organisation, including risk management
- Appoint, supervise and support the Chief Executive and ensure other staff and volunteers are supported and supervised
- Safeguard the reputation and values of Cycling Scotland.

The Board shall include persons with appropriate skills and knowledge in one or more of the following fields:

- Finance
- HR
- Legal
- Academia
- Relevant policy including transport planning/ engineering, active travel, public health policy and environmental sustainability

Our website details our current [Board members](#).

² Cycling Scotland is a recognised Scottish charity (No SC029760) and company limited by guarantee (No SC252907), governed by its Articles of Association. The company was incorporated on 17 July 2003. Transport Planning and Engineering Limited, the engineering subsidiary established by Cycling Scotland, is a limited company (No SC296007) governed by its own Articles of Association with a separate Board. The company was incorporated on 24 January 2006.



The responsibilities of the Cycling Scotland Trustee/Director

As a registered Scottish Charity and a Company Limited by Guarantee, Board members are both charity trustees and company Directors. (Trustee/Directors for short.)

The expectations on a Cycling Scotland Trustee/Director are:

- To attend meetings and to read papers in advance of meetings. There are four scheduled Board meetings annually, plus an AGM held in November (hybrid meetings with most attending in person in central Glasgow and some online via Teams).
- For those Trustees/Directors who sit on the standing committees (currently three Trustees/Directors sit on each Committee), there are four meetings of Finance, Audit and Risk and HR Committees, held a fortnight in advance of the Board meetings
- To participate in other tasks as arise from time to time, such as sitting on appointment panels, reviewing strategy documents or attending an annual away day or training session.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- The expected time commitment for Trustees/Directors is 4-10 days each year.
- Trustees/Directors are volunteers and receive no remuneration for their work. Travel and associated expenses will be covered.
- Trustees/Directors serve for terms of three years with a maximum time limit of nine years (three terms of three years)³

³ Established in 2016

Governance and Membership of Cycling Scotland

The charity follows the Scottish Governance Code for the Third Sector which sets out five core principles to be followed by the Board:

- **Organisational purpose** – be clear about the purposes and values of the charity and how it will achieve its aims
- **Leadership** – be clear about the Board’s role and responsibilities and provide strategic direction in line with the charity’s purpose, vision, and values
- **Board behaviour** – collectively and individually embrace and demonstrate mutual respect, integrity, openness, and accountability
- **Control** – develop and implement appropriate controls to direct and oversee progress and performance of the charity
- **Effectiveness** – understand the Board’s role, powers and duties and work collectively and proactively to agree the charity’s organisational purpose.

Membership of Cycling Scotland is open to bodies in Scotland representing cycle campaign groups, road safety, leisure cycling, cycle sport, cycle training, local authorities, Regional Transport Partnerships, health organisations and statutory authorities in Scotland and individuals who support and contribute their time to the objectives of the charity.

The members elect the Board of Trustees/ Directors that is responsible for the charity’s overall strategic direction.⁴



⁴ New Trustees/Directors can be elected at the Annual General Meeting or can be co-opted at the discretion of the Board. Trustees/Directors appointed since the last Annual General Meeting and one third of the other Trustees/Directors retire by rotation at each Annual General Meeting.

Process of appointment of new Trustees/Directors

Under the Articles of Association, there can be a minimum of three and a maximum of nine Trustees/Directors on the Cycling Scotland Board. With two Trustees/Directors due to step down in 2025 and one in 2026, we plan to recruit two Trustees/Directors in summer 2025.

Process and Selection Criteria

Potential candidates are invited to submit a 1–2 page statement highlighting:

- Relevant skills and experience
- Commitment to Cycling Scotland's vision, mission and values and the personal contribution they will make to this
- Rationale for applying to join the Board
- Understanding of the role of Trustee, awareness of any potential conflict of interest and importance of Partnership for Change and commitment to diversity

Timetable:

- 31st March 2025: Application process launched
- 23rd April 2025: Closing date for submitting statement of application
- 8th and 13th May 2025: Interviews of short-listed candidates
- w/c 19th May 2025: Successful candidates notified and co-opted from 28th May Board meeting
- November 2025: Successful candidates put forward for election at 2025 AGM

The interview panel will consist of three Trustees/Directors (the appointment panel), supported by the CEO and the Company Secretary.

Successful candidates will be assessed against five criteria:

- Potential contribution to the Board (against requirements on Board members)
- Potential contribution to Good Governance (as highlighted in Scottish Governance Code for the Third Sector)
- Evidence of understanding of and commitment to Cycling Scotland's vision, mission and values
- Personal rationale for joining the Board
- Potential contribution to Partnership for Change and diversity commitments

How to Apply

Please submit a 1–2 page statement, as outlined above, to recruitment@cyclingscot.scot. Please also submit an equal opportunities form, which can be downloaded from the [Board of Directors](#) page on our website.



**Cycling
Scotland**

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Cycling Scotland is a Charitable Company Limited by guarantee.
Company number SC252907. Recognised Scottish Charity number SC029760.
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