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|  |  **HIGH LIFE HIGHLAND VOLUNTEER ADVISOR -ROLE PROFILE**V1 – HLH Board 23/08/16V2 – Updated 08/11/16 |

Title: Volunteer Advisor (to the Board of HLH and/or HLH (Trading) C.I.C.

Reports to: Chair or Vice Chair of Board of HLH and/or HLH (Trading) C.I.C

Term: Up to 4 years (with annual review)

**INFORMATION**

Purpose, Key Business Objectives and Corporate values as extracted from the High Life Highland Business Plan 2015-19 are attached at **Appendix A**.

**PURPOSE AND ROLE**

To provide the Company with guidance and advice on specific topics as appropriate.

This guidance and advice may be provided through:

* Participation in meetings of the relevant Company committee
* By e-mail
* Through participating in other meetings e.g. with staff, workshops, stakeholders.

The Advisor role complements the governance role of the Company Directors and the executive role of staff.

Company staff will provide Advisors with appropriate support, including relevant and timely information.

The contribution of Advisors is acknowledged on our website and other communications as appropriate.

Advisors are able to reclaim travel and other legitimate expenses incurred whilst undertaking their advisory role.

Advisors must be prepared to abide by the HLH Directors Code of Conduct.

**PERSON SPECIFICATION**

1. Ability to provide sound and relevant guidance and advice to the Company on agreed topics.
2. Ability to participate effectively in meetings as appropriate.
3. A willingness to promote the positive reputation of the Company and respect any confidential matters.

  **Appendix A**

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|  | **Purpose, Key Business Objectives and Corporate values as extracted from the High Life Highland Business Plan 2015-19** |

**Purpose**

High Life Highland (HLH) is a charity registered in Scotland and a company, Limited by Guarantee, wholly owned by The Highland Council (THC), whose purpose is to develop and promote opportunities in culture, learning, sport, leisure, health and wellbeing. The Company was established on 1 October 2011 to deliver a suite of Community Learning and Leisure Services on behalf of THC.

The main business of HLH is the delivery of a Service Delivery Contract (SDC) for THC across the Company’s nine areas of work:

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| * Adult Learning
* Archives
* Arts
* Leisure Facilities
* Libraries
 | * Museums
* Outdoor Education
* Sport
* Youth Work
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**Key Business Objectives**

HLH has eight business outcomes which form the basis of the work of the Company:

1. To advance sustainable growth and financial sustainability
2. Deliver the Service Delivery Contract with THC
3. Improving staff satisfaction
4. Improving customer satisfaction
5. A positive company image
6. Services designed around customers and through market opportunities
7. Sustain a good health and safety performance
8. A trusted partner

**Corporate Values**

HLH’s ambition is to be acknowledged and respected as the leading organisation for developing and promoting opportunities in culture, learning, sport, leisure, health and wellbeing and to grow the business in a sustainable way by providing services that the public value and by being used as a trusted partner. It has the following core values:

* To act legally
* To be non-discriminatory
* To be a good employer
* To have a safe environment for staff and users
* To take steps to reduce our environmental impact

Establishing a positive company ethos, where staff at all levels exhibit positive ‘role model behaviour’ is a vital tool to: (i) ensure the positive consolidation of the company; and (ii) as a focus on the importance of the users of services.