

# Information Pack for Chair Appointment to the Board of OSCR (Scottish Charity Regulator)



The Cabinet Secretary for Social Justice and Housing is seeking to appoint a new Chair to the board of OSCR (Scottish Charity Regulator). The Cabinet Secretary values highly the benefits of having different points of view on the board and welcomes applications from people from all walks of life.

The appointments process for this board vacancies follows the [Code of Practice for Public Appointments](#) and is regulated by the [Ethical Standards Commissioner](#).

## Key dates for this appointment round

<b>Closing date</b>	20 August 2026, 11:55 pm
<b>Information session</b>	20 July 2026, 12.30 pm ( <a href="#">Register here</a> )
<b>Sift of applications</b>	28 August 2026
<b>Date applicants will hear about the outcome of their application</b>	31 August 2026
<b>Interviews</b>	Tuesday 8 September 2026  Interviews will be in person at Scottish Government St Andrews House 2 Regent Road Edinburgh, EH1 3DG  <b>It is unlikely that we will be able to offer an alternative interview date.</b>
<b>Ministerial decision</b>	30 September 2026
<b>Start date</b>	1 December 2026

## Welcome message from Shirley-Anne Somerville, the Cabinet Secretary for Social Justice and Housing

Dear Applicant

Thank you very much for your interest in the appointment of Chair to the Scottish Charity Regulator (OSCR).

Scottish Ministers are recruiting a new Chair to provide strategic leadership for OSCR. OSCR is a non-ministerial office and holds charities in Scotland to account and works in ways to support the charity sector to improve so that the public have trust and confidence in charities. The Chair leads a small Board of six members and works closely with the Chief Executive and other staff to ensure the dynamic and effective delivery of OSCR's corporate priorities.

It's an exciting time to join OSCR. The Chair will provide strategic leadership during a period which will present both challenges and opportunities for OSCR and the charity sector.

We are looking for someone who has a good understanding of regulation with experience in strategic leadership and good governance. If you believe you have the skills, dedication and passion to deliver OSCR's vision, we would welcome your application.

In this pack we hope to give you all the information you need to help you decide if this is the role for you and how to apply.

If you'd like to find out more about OSCR before you apply, I'd encourage you to visit their website: [www.oscr.org.uk](http://www.oscr.org.uk). If you would like to discuss this opportunity please get in touch with Quentin Fisher, Interim Chief Executive via email [Quentin.Fisher@oscr.org.uk](mailto:Quentin.Fisher@oscr.org.uk). An online information session will be held on 20 July 2026, 12.30pm – 13.15pm. You will need to preregister for this and can do so [here](#).

Once again, thank you for your interest and good luck with your application.

Shirley-Anne Somerville  
Cabinet Secretary for Social Justice and Housing

# Information about the role

<p><b>Remuneration</b></p>	<p>£308.64 per day, non-pensionable plus reasonable travel and subsistence and receipted dependents' carer costs.</p> <p>Taking up a public appointment either paid or unpaid may have an effect on your entitlement to benefits or any benefits you receive. This will depend on your individual circumstances, the type of benefit you receive and the appointment. You should seek advice from the office that deals with your benefit. Further information can be found at <a href="http://www.gov.scot">Public appointments and welfare benefits: information - gov.scot (www.gov.scot)</a></p>
<p><b>Time commitment</b></p>	<p>Approximately five days per month including preparation time at home, meetings, travel, engagements and development. Preparation time at home can be done outside traditional office hours and time spent does not have to be in full day blocks.</p>
<p><b>Length of appointment term</b></p>	<p>This appointment is for a period of four years. Ministers may reappoint members if their performance is appraised as satisfactory and if their skills, knowledge and experience is still required. Any appointments/reappointments will not be extended beyond eight years.</p>
<p><b>Location of meetings</b></p>	<p>We value in-person collaboration and hold most meetings face-to-face however reasonable adjustments will be considered to support inclusivity. OSCR's office is located in Dundee.</p>
<p><b>Disqualifications</b></p>	<p>Applicants will be ineligible to take up a position if they are:</p> <ul style="list-style-type: none"> <li>(a) a member of the Scottish Parliament,</li> <li>(b) a member of the House of Commons,</li> <li>(c) a member of the European Parliament,</li> <li>(d) an office-holder in the Scottish Administration.</li> </ul>

Also, Scottish Ministers may remove a member from office if:

(a) the member is an undischarged bankrupt, or

(b) the member -

(i) has been absent from meetings of the Regulator for a period longer than 6 consecutive months without the permission of the Regulator, or

(ii) is unable to discharge the member's functions as a member or is unsuitable to continue as a member.

If you are currently disqualified from appointment, you can still apply, but we will ask you to confirm that you will stand down from the position that disqualifies you prior to taking up any appointment to the OSCR's Board.

Former ministers and senior crown servants (director general level and above) should seek advice from the Advisory Committee on Business Appointments (ACOBA) before applying for this role.

## The Board of OSCR

OSCR is Scotland's charity regulator and registrar for Scotland's 25,000 charities. Our vision is for a trusted and respected charity sector that contributes positively to society. We believe that the Scottish public should have confidence that the country's charities are well run, and that this allows these vital organisations to thrive and cement their place at the heart of our day-to-day life.

OSCR's Board sets the strategic direction and ensures effective governance of Scotland's charity regulator. OSCR is a Non-Ministerial Office, part of the Scottish Administration but independent from the Scottish Government, and accountable directly to the Scottish Parliament.

The Board is responsible for oversight, governance, and future direction. Members act as ambassadors for OSCR, promoting our values and bringing specialist knowledge and experience along with a passionate interest in charities and the third sector. Appointed by

Scottish Ministers, they share collective responsibility for the actions and decisions of the Regulator.

Meet our Board –

Robin Strang – Deputy Chair

Lynn Bradley

Ellie Craig

Kirsten Howie

Neil Mackay

William Maxwell

You can read the full biographies and photographs for each Board member on our website - [OSCR | OSCR Board](#).

The Board recently worked with staff to develop our latest [Corporate Strategy](#). The 2026 – 2029 Corporate Strategy sets out four strategic themes for that period, and our [Business Plans](#) explain how we will work towards those themes and how we will monitor our progress.

Find out more about us and what we do by visiting our website - [About OSCR](#). You can also find out more about how we regulate here - [How we regulate](#)

Follow us on [X](#), [Facebook](#), [LinkedIn](#), [YouTube](#), or read the [OSCR Reporter newsletter](#).

## The role of Chair

The Board play a key role in shaping the strategic direction of Scotland’s charity regulator.

The Chair leads a small board of six members and works closely with the Chief Executive and other staff to ensure the dynamic and effective delivery of our corporate priorities.

The Board meet formally five times a year, with additional day(s) dedicated to strategy and development. We also have an Audit and Risk Assurance and Casework committee.

Board members work with OSCR colleagues to:

- deliver our [Corporate Strategy](#) and contribute to future plans;

- set and monitor the strategic direction and targets for OSCR in response to changes in the wider operating environment;
- monitor the financial position of the Body against budget allocations and key financial targets
- hold the Chief Executive to account for performance against OSCR’s agreed strategic aims, objectives and targets and its corporate plans

Current priorities for 2026-27 are listed in our [Business Plan](#).

OSCR Board members at times engage with stakeholders including charities, voluntary organisations, the public, Scottish Parliament, and other regulators. This may involve attending meetings, conferences, and public events, with full support and briefings from OSCR staff.

## The selection panel

<b>Chair</b>	Calum Irving, Deputy Director Third Sector and Financial Wellbeing Division, Scottish Government
<b>Panel Member</b>	Marieke Dwarshuis, Chair of OSCR
<b>Independent Panel Member</b>	Steven Marwick, Fund Manager Equality and Inclusion at Inspiring Scotland; Trustee at the Scottish Council for Voluntary Organisations (SCVO)
<b>Representative from the Ethical Standards Commissioner</b>	Sue Young, Public Appointments Adviser

Please note that applicants will be asked to declare any personal or professional connections with any members of the selection panel listed in this information pack.

The panel will also declare if they know any applicants. Any actual or perceived conflicts of interest will be managed in line with the [Ethical Standards Commissioners Code of Practice for Public Appointments](#).

# Person specification

As Chair of the OSCR Board, you will need to be able to demonstrate the skills, knowledge, experience and attributes listed in this person specification. We have explained exactly what we will be looking for and how they will be tested.

In providing the evidence sought, you can draw on examples from your working and/or personal life, or through your participation with a private, public, voluntary, charity or community organisation. You do not need to be an expert in charities to apply.

You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at each application stage. When being asked to demonstrate a skill, you should give specific example(s) which best demonstrate to the selection panel what it is you did, the reasons for your actions, the skills you used and what specifically about your approach affected the outcome. When being asked to demonstrate knowledge, understanding or experience, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

We are seeking candidates who meet **all of the Essential Criteria**.

Candidates who provide the strongest evidence against the criteria will be considered most able to fulfil the role.

Essential Criteria	Example indicators	How this will be assessed
1. Current or recent chairing experience at a senior level	<ul style="list-style-type: none"><li>• You are successful at working collaboratively to reach consensus and in enabling others to make an effective contribution</li><li>• You are able to make difficult decisions</li><li>• You have experience of providing clear focus in holding senior team members and organisation to account for performance against agreed objectives</li><li>• You have demonstrable ability to build a constructive relationship</li></ul>	<p><b>Application:</b> Please demonstrate how you meet this criterion using no more than 250 words.</p> <p><b>Interview:</b> This will also be assessed at interview stage through interview questions.</p>

	with the Chief Executive and Board members.	
2. Strategic leadership experience	<ul style="list-style-type: none"> <li>You have direct experience in successfully formulating strategy at a senior level within an organisation</li> <li>You keep informed of sectoral, political and economic developments, and consider their strategic implications for the organisation/board and its ability to meet its objectives</li> </ul>	<p><b>Application:</b> Please demonstrate how you meet this criterion using no more than 250 words.</p> <p><b>Interview:</b> This will also be assessed at interview stage through interview questions.</p>
3. Demonstrable experience of ensuring effective governance	<ul style="list-style-type: none"> <li>You have direct experience of ensuring effective governance at senior management or board level, with the ability to articulate board responsibilities from a fiscal and legal perspective</li> <li>You are able to demonstrate the practical application of good governance principles</li> <li>You have an understanding of the frameworks within which a public sector body operates</li> <li>You have an understanding of audit and risk management and an ability to demonstrate effective practical application of that understanding</li> </ul>	<p><b>Application:</b> Please demonstrate how you meet this criterion using no more than 250 words.</p> <p><b>Interview:</b> This will also be assessed at interview stage through questions and a <u>board paper exercise</u>.</p>
4. Experience of regulation in a senior capacity, and an understanding of the underpinning legal framework	<ul style="list-style-type: none"> <li>You have an understanding of the role of a regulator - either through experience in a regulated sector or as a regulator - and can articulate the value and impact of regulation in any sector</li> <li>You are able to demonstrate an understanding of the relationship between legislation and for example, charity regulation in</li> </ul>	<p><b>Application:</b> Please demonstrate how you meet this criterion using no more than 250 words.</p> <p><b>Interview:</b> This will also be assessed at interview stage through questions and a <u>presentation</u>.</p>

	<p>practice, and public trust and confidence</p> <ul style="list-style-type: none"> <li>You can demonstrate an awareness of OSCR, its statutory obligations and proportionate approaches to regulation</li> </ul>	
5. Developed ability in building relationships, influencing and communication	<ul style="list-style-type: none"> <li>You can evidence the ability to effectively represent/promote an organisation to a wide range of stakeholders including politicians – being an ambassador</li> <li>You can demonstrate where you have successfully influenced senior level colleagues and stakeholders</li> <li>You build strong, collaborative relationships with partner organisations and stakeholders to deliver shared objectives on an equal basis</li> </ul>	<p><b>Application:</b> The panel will assess your written communication skills based on your application.</p> <p><b>Interview:</b> This will also be assessed at interview stage through your responses to questions and your presentation.</p>

### Tailored Career History

In your application form you are asked to provide a tailored career history. This should include **relevant** information from your professional, personal and voluntary experience.

You may wish to include:

- Dates
- Information about the organisation
- Information about your role and experience

(Max 600 Words)

# How to apply online

Find the role you wish to apply for on this [website](#).

1. Download and save the 'Applicant Information Pack'.
2. Click 'Apply Now' on the advert.
3. Complete the personal information and conflict of interest questions.
4. Add evidence in each box relating to criteria 1 – 4, noting the word counts for each section.
5. Add evidence against the box relating to your Tailored Career History.
6. Follow the instructions and click submit.
7. **PLEASE NOTE you do not have the option to edit your application once you click 'submit'. You must have all your information to hand before submitting your application.**

We strongly recommend that you draft your answers in a word document and check that you are happy with them before copying and pasting your answers in the relevant sections of the online application.

Please note that you will not be able to update your answers once the online application is submitted. Late applications will not be accepted by the selection panel.

If you use assistive technology, please contact the Public Appointments Team for an accessible application form by email at [public.appointments@gov.scot](mailto:public.appointments@gov.scot)

## The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all applications against the criteria for appointment (see the person specification). Candidates who demonstrate evidence most closely meeting these criteria will be shortlisted for interview.
2. The selection panel will interview shortlisted candidates, and interview questions will relate directly to the criteria for appointment.
3. Candidates will be asked to prepare a 5-minute presentation on a topic provided one week in advance of the interview to test criteria 4 and 5.
4. Additionally, on the day of interview, candidates will have 30 minutes to prepare an oral response to a board paper provided to them before the interview (on the day), which will assess criterion 3.

5. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about the [Principles of Public Life](#).
6. The selection panel will then review the evidence provided and agree on which candidate(s) have most closely met the criteria for selection and should be recommended to the appointing Minister.
7. The appointing Minister will make a decision about whom to appoint based on evidence from the selection panel. The appointing Minister may request to meet with candidates before making a final decision.
8. Appointees will be asked to complete pre-appointment checks which will include a Disclosure Check (there is no charge for this). Appointment is conditional on satisfactory completion of these.

### **Guaranteed Interviews**

This appointment round will provide guaranteed interviews for disabled people who meet the criteria for the role being tested at the application stage. The selection panel will not know which applicants have requested a guaranteed interview until the shortlisting is complete.

### **Fit and proper person checks**

In the context of public appointments, a fit and proper person is someone who is suitable because they meet the requirements of the role, and their past or present activities and behaviour means they are suitable. Tests are built into different stages of the appointment process to ensure that:

- Conduct to date has been compatible with the public appointment
- Membership is not barred by the body's constitution for example, criminal record or bankruptcy (see disqualifications)
- There are no unmanageable conflicts of interest
- Political activity is declared
- There is agreement to abide by the [Principles of Public life in Scotland](#)
- There is confirmation that the time commitment required for the role can be met.

### **Social media checks for candidates invited to interview**

The selection panel may consider publicly available information about candidates which is posted by candidates on social media. Any findings that the selection panel agree are pertinent to the role or that may call into question suitability for the appointment, credibility of the appointments process or the public body will be discussed with candidates at interview. Consideration of any issues will take place openly and transparently to

establish the facts. Candidates will be given an opportunity to respond to any concerns. This information will be handled in line with the Privacy Notice for public appointments.

### **Gender Representation on Public Boards (Scotland) Act 2018**

Gender Representation on Public Boards (Scotland) Act 2018 Scottish Government recognises the implications of the Supreme Court judgement dated 16 April 2025 for public appointments subject to the Gender Representation on Public Boards (Scotland) Act 2018. The Supreme Court ruled that a person with a full gender recognition certificate (GRC) which recognises their gender as female, is not a “woman” for the purposes of the Equality Act 2010 and consequently the Gender Representation on Public Boards (Scotland) Act 2018. Revised statutory guidance on the Gender Representation on Public Boards (Scotland) Act 2018 (“2018 Act”) was [published](#) on 26th June 2025 following the Supreme Court Judgment dated 16 April 2025 on the definition of “Man”, “Woman” and “Sex” in the Equality Act 2010, and consequently in the 2018 Act.

In order to comply with the 2018 Act, Scottish Government must now request data on biological sex as registered at birth from all applicants for Public Appointments on Boards which are captured by the 2018 Act. Following your application you will receive a request from the Public Appointments Team to request this data from you. The Scottish Government is committed to dignity, fairness and respect for all and actively invites applications from all.

## **Common questions and answers**

<b>Who can I contact to speak about this role?</b>	Quentin Fisher, OSCR Interim CE <a href="mailto:Quentin.Fisher@oscr.org.uk">Quentin.Fisher@oscr.org.uk</a>
<b>Who can I speak to about a disability related reasonable adjustment?</b>	Please contact the Public Appointments Team Email: <a href="mailto:public.appointments@gov.scot">public.appointments@gov.scot</a> Deaf, deafblind and BSL users can contact the team via <a href="#">contactSCOTLAND-BSL</a>
<b>I am having a problem with the application process who can I speak with?</b>	Please contact the Public Appointments Team (see contact details above).
<b>Do you have any advice for candidates attending interviews?</b>	Yes. More information is provided here: <a href="#">Introduction - Public appointments: guide - gov.scot (www.gov.scot)</a>

<p><b>I can't attend the interview in person, can I attend remotely?</b></p>	<p>We welcome applications from all candidates. While our preference is to conduct interviews in person, we are happy to discuss reasonable adjustments, including virtual interviews, to support accessibility throughout the recruitment process.</p> <p>Please contact the Public Appointments Team (see contact details above).</p>
<p><b>Will you reimburse expenses for attending an interview?</b></p>	<p>Yes. You can claim reasonable expenses, further information will be provided with the invitation to interview.</p>
<p><b>What does 'appointed on merit' mean?</b></p>	<p>Appointed on merit means that the people who are appointed most closely meet the criteria that is sought for the board vacancy at a point in time. People are assessed on the evidence that they present in the appointments process and the findings of the fit and proper person test.</p>
<p><b>What role does the Ethical Standards Commissioner (ESC) have in the appointments process?</b></p>	<p>The ESC <a href="#">regulate and monitor the public appointments process</a>. The Commissioner plays a role in ensuring appointments are made on merit and use fair methods. More information about the Commissioner's role is provided here: <a href="#">Public appointments Information leaflet   Ethical Standards Commissioner</a></p>
<p><b>Can I apply if I am not a British citizen?</b></p>	<p>Yes. You can apply for and be appointed to the Boards of Public Bodies if you are not a British citizen however you must be legally entitled to work in the UK.</p>
<p><b>Would remuneration for a public appointment impact on my benefits?</b></p>	<p>Possibly. Taking up a remunerated public appointment may affect benefits payments. This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: <a href="#">Public appointments and welfare benefits: information - gov.scot (www.gov.scot)</a></p>

<p><b>Do the selection panel see information from the diversity monitoring form?</b></p>	<p>No. Diversity monitoring information provided by applicants is not shared with the selection panel.</p> <p>If applicants opt for a guaranteed interview this information will be shared with the selection panel.</p> <p>Information about a reasonable adjustment may be shared with the selection panel to ensure that requirements are met (for example, if a BSL interpreter is required).</p>
<p><b>Do I need to provide an email address and contact details at application stage?</b></p>	<p>In order to meet the requirements of the Baseline Personnel Security Standard (BPSS) the Scottish Government must be able to verify the credentials of applicants for public appointments should they be recommended for appointment. To ensure that this is possible all applicants must provide an address and contact details at application stage. If applicants do not provide this information their application will be rejected.</p>
<p><b>How will my personal information be handled?</b></p>	<p>All personal information will be handled with great care and in line with UK GDPR and data protection requirements. Further information can be found in the <a href="#">Privacy Notice</a>.</p>
<p><b>Can I get feedback on my interview?</b></p>	<p>Yes. Feedback for interviews is available on request. We are not able to provide this for applications.</p>
<p><b>Is any training provided if I am offered and take up an appointment?</b></p>	<p>Yes. Each Board has their own induction process and training offer. New appointees are also invited to attend an induction day hosted by the Scottish Government.</p>
<p><b>Can I apply for a Chair role on a board if I have already been a member of that board?</b></p>	<p>Yes. Board members can serve a maximum of 8 years on one board in one role. The Board Chair is considered a different role and so current and previous members can apply.</p>
<p><b>Is it possible to hold more than one public appointment?</b></p>	<p>Yes. It is possible to have more than one public appointment. You should check that you can make the time commitment for an additional appointment and that there are no unmanageable conflicts of interest.</p>

<p><b>Are public appointments announced?</b></p>	<p>Yes. Every appointment is announced here: <a href="https://www.gov.scot/news-releases">Public appointments: news releases - gov.scot (www.gov.scot)</a></p> <p>The board may also announce new appointments on their own website and social media platforms. Information published will include a biography and details of any political activity within the last 5 years.</p>
<p><b>What standards are expected of board members?</b></p>	<p>The conduct expected of board members of Scottish public boards is set out here: <a href="https://www.gov.scot/publications/model-code-of-conduct-2021/">Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot)</a>(this includes the Principles of Public Life)</p>
<p><b>How can I complain about the public appointments process?</b></p>	<p>Further information about the complaints process for public appointments can be found here: <a href="https://www.gov.scot/publications/how-to-apply-public-appointments-guide/">How to apply - Public appointments: guide - gov.scot (www.gov.scot)</a></p> <p>Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner.</p> <p><a href="#">Investigation process public appointments   Ethical Standards Commissioner</a></p>

**For further information**

Please contact the Public Appointments Team, Scottish Government

Email: [public.appointments@gov.scot](mailto:public.appointments@gov.scot)

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](#)

