



VINTAGE VIBES

GOOD COMPANY NEVER GETS OLD

INTERESTED IN BECOMING THE CHAIR OF VINTAGE VIBES?

We are absolutely delighted that you are considering joining us as the Chair of the Vintage Vibes Board of Trustees. Hurrah!

If you haven't already, make sure to check out our Board of Trustees Pack with lots of details about our organisation, board and culture. You can access this [here](#) or on our website.

Within this pack you can find out a little more about the responsibilities of the Chair of Trustees, and why you might be the perfect fit.

Let's get started!



"VINTAGE VIBES IS AN
EXAMPLE OF
ABSOLUTELY JOYFUL
PROJECT. IT BRINGS
HAPPINESS AND
CONNECTION WITHIN
COMMUNITIES."

John Swinney

The First Minister of Scotland
sitting down with VIP Voices
Members in 2024

VINTAGE VIBES CHAIRPERSON

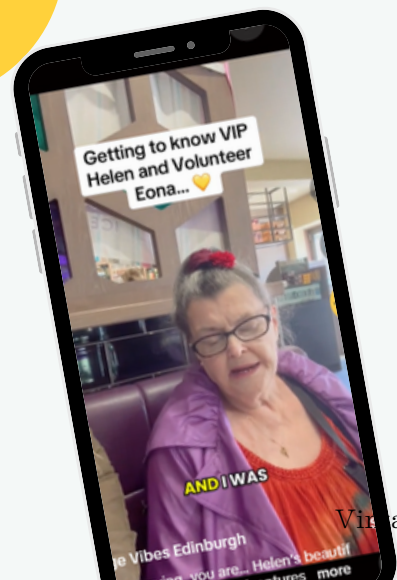


COULD THIS BE YOU?

- Could you be the steady hand at the centre of something special?
- Are you someone who leads with care and encourages confidence?
- Do you bring warmth, curiosity and calm to the exciting, innovative and experimental spaces that you're part of?
- Could you be a chairperson who empowers everyone to shine?

OUR BACKGROUND

- Vintage Vibes is an award-winning charity (SCIO SC054011) tackling loneliness and isolation in over 60s across Edinburgh. Since 2015, we've created hundreds of lasting friendships between local older people (our VIPs) and volunteers of all ages, transforming lives and communities in every postcode.
- This year, we've stepped into an exciting new phase: becoming an independent charity after almost a decade of impact within a charitable partnership between LifeCare and Space @ Broomhouse Hub.
- Our values are 'We love doing things differently' 'We treat everyone as an individual' and 'We're about real friendships' and over the past decade we've achieved almost 40,000 hours of friendship across the city.
- We're proud of our roots and full of ambition for our future. We're looking for a Chair of Trustees to help build and nurture the culture and strength of our board and organisation.



Vintage Vibes is a Charity registered in Scotland SC054011
Vintage Vibes, Heart of Newhaven, 4-6 Main Street, Edinburgh, EH6 4HY



WHAT KIND OF A CHAIR ARE WE LOOKING FOR?

You will support the secure foundation from which the Vintage Vibes strategy and day-to-day delivery can develop with our trademark confidence, experimentation and energy!

WE'RE LOOKING FOR SOMEONE WHO IS...

- Calm, grounded, and experienced - able to offer perspective in both steady and stormy moments
- A compassionate and firm champion of good governance, good relationships and good culture
- Passionate about empowering others - and skilled at knowing when to listen, when to guide, and when to let autonomy shine
- Comfortable with complexity, ambiguity and growth - and unafraid of thoughtful and healthy risk
- Adept at navigating some of the acronyms and buzzwords of the charity space, but who chooses to favour honest, human language and conversations in day-to-day practice
- Experienced in chairing or vice-chairing a board (or similar leadership), but open to evolving what leadership can look like and learning alongside a new organisation that values 'doing things differently'

WHAT DOES THIS LOOK LIKE?

This is not a traditional top-down chair role. It's not about leading the organisation's strategy or developing big ideas — our community voices and staff team hold that role in collaboration with the board of trustees.

Instead, you'll be the incredible foundation that helps Vintage Vibes thrive: the sounding board, the sense-check, the collaborator, the calm facilitator of trust and transparency at the centre, from which the burst of energy that is our work can grow.





OUR BOARD (YOUR BOARD?)

You'll be supported by a committed board and a passionate team. You'll help embed a healthy, hopeful culture of collaboration, and ensure our governance and relationships grow as we do.

OUR BOARD CULTURE (AND WHAT WE'RE BUILDING)

Our current board culture is: Honest. Open. Down-to-earth. Practical. Warm. Reflective. Hopeful.

We're professional, but never robotic. Personal, but always respectful. We believe in being prepared, doing the work, and showing up as full humans.

As Chair, you won't be expected to have all the answers. But you'll be central in holding the space where great questions, supportive challenge and collective confidence can thrive.

WHAT'S AHEAD?

Over the next 18 months, you'll help us:

- Strengthen our foundations as a new charity – from governance and policy to values and rhythm
- Champion a collaborative board culture that supports the team and community to lead boldly
- Support a creative, community-led strategy process for 2026–2031, guided by the staff team and co created with our community
- Ensure we grow sustainably – balancing ambition and experimentation with grounded, ethical practice



We don't want to replicate the usual systems. We want to learn from great examples and also grow new approaches where needed – balancing insight and imagination.

PRATICAL BITS AND BOBS

PRINCIPLE RESPONSIBILITIES OF THE CHAIR:

At Vintage Vibes, the Chair isn't the "boss" of the board - you are the steady hand that helps the board be its best. You bring structure, support, and a collaborative spirit, holding space for thoughtful decision-making, healthy challenge, and shared responsibility.

With this in mind, we're looking for someone who can:

- Hold the room and chair quarterly board meetings in a calm, inclusive and meaningful way
- Support the board to stay focused, balanced and purposeful, working closely with the Directors
- Help guide good governance - making sure we manage risk, finances and decisions with care and clarity, and uphold helpful and compliant policies and systems to best support the organisation
- Encourage collective leadership - nurturing strong relationships within the board and between the board and staff team, including an annual one to one catch up with each board member and quarterly sessions and annual appraisals with the two Directors
- Set the tone - upholding our values in how we meet, talk, think and grow together, and collaborating on an annual Away Day
- Foster learning, growth and accountability — helping trustees develop, supporting recruitment, and reviewing how we work
- Spot the gaps and shape the supports - ensuring sub-groups are effective and decisions are well informed and conflicts of interest are managed
- Represent the charity thoughtfully - occasionally acting as an ambassador or spokesperson, if needed



MOST OF ALL, OUR CHAIR HELPS CREATE A CULTURE WHERE GOOD CONVERSATIONS HAPPEN, TRUST IS BUILT, AND DECISIONS ARE MADE WITH CONSIDERATION, CARE AND CONFIDENCE.



THE ROLE OF OUR BOARD

We think it's a really exciting time to become a trustee of Vintage Vibes - as a new charity with a long standing track record our board will be involved in developing our new Five Year Strategy 2026-2031 and supporting our team to transform lives of VIPs and volunteers alike!

THE BOARD'S ROLE

Fantastic Trustees play three main roles within an organisation - Strategy, Governance and Risk.

STRATEGY

Supporting the team in consulting on, developing and delivering our 2026 - 2031 Strategy to carry out our mission.

GOVERNANCE

Collaborating as a board to ensure the charity is compliant with our governance and charity law requirements.

RISK

Being the critical friend that helps the charity to assess, understand and embrace healthy risk within the operations and planning of the organisation.



THE COMMITMENT OF THE CHAIR

In general, we ask our trustees to commit to a quarterly in person meeting (hybrid options available), an online bi monthly sub group meeting, and 2 days of volunteering per year in Edinburgh. Within this, there are papers for board meetings to read prior to the meeting.

As Chair of the Board of Trustees, we ask that you also commit to supporting our two Directors through quarterly support sessions and annual appraisals, and occasionally meet with board members for a coffee catchup.

1 x Meeting every quarter (at 4pm)

1 x Away Day per year

1 x Community Event attendance per year (evening or daytime available - 0.5 days)

1 x Connecting with Community per year (group visit - 0.5 days)

1 x Bimonthly Online Sub Group

2 x Appraisals for Directors

8 x Support Sessions (4 per Director)

Ad hoc catchups with trustees

EXAMPLE YEAR

CHAIR OF TRUSTEES

WHAT DOES A YEAR LOOK LIKE FOR THE CHAIR?

Our Chair of Trustees calendar helps you to understand what the year we outlined on the page before might look like. As a brand new charity we will be learning alongside our chair about the format of the year, what works and what needs further development.

Within the year outlined, there are papers for board meetings to read prior to the meeting and the occasional email to read or document to sign. The chair will be a signatory for the charity.

January BOARD AND TEAM AWAY DAY DIRECTOR SUPPORT SESSION	February DIRECTOR APPRAISALS	March GPM BOARD MEETING	April DIRECTOR SUPPORT SESSION
May	June GPM BOARD MEETING	July DIRECTOR SUPPORT SESSION	August BOARD ADVENTURE MONTH (3 HOURS, CAN BE EVENING) <i>COME AND JOIN US FOR... A FRINGE OUTING A TRAINING SESSION A GROUP SESSION A VIP VOICES SESSION A TEAM MEETING</i>
September GPM BOARD MEETING	October AGM/ EVENING ENGAGEMENT EVENT DIRECTOR SUPPORT SESSION	November	December AM BOARD MEETING AND CHRISTMAS MEAL ATTENDANCE <i>ON THE SAME DAY SO BOARD MEMBERS CAN SOCIALISE</i>

PLUS ONE
ONLINE
SUB GROUP
MEETING
EVERY TWO
MONTHS

HELPING CREATE A STRONG FOUNDATION...

Within the first 18 months of the organisation (started April 25) we do anticipate asking all trustees to **ALSO** join a bimonthly online call for one Sub Group (called 'Finance, Fundraising and Future' and 'Governance and Good Practice').

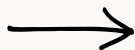
This is to recognise the additional input we may need within our first year, and aim to reduce this ask of trustees as we become more established.

SOUND LIKE YOUR KIND OF LEADERSHIP?

We'd love to hear from you - especially if you've chaired a board (or similar structure) and want to bring your experience to something full of potential, heart, and impact.

ASK US QUESTIONS!

Before you apply, our directors are available to answer any questions you might have!



APPLY VIA OUR FORM

You can apply via our online form (printed version and large text versions available).

We have included a copy of the questions in our main board pack to help you prepare.

COME FOR A CHAT!

If shortlisted, we'll invite you for a chat (we've included details on the next page).

If you are not shortlisted then we will give open and honest feedback to support you in the future!

BOARD INDUCTION

If selected to be a member of the Vintage Vibes Board of Trustees (including the role of Chair) you will be given a full induction before the first meeting and a trustee buddy for support during the first six months.



IMPORTANT: All new trustees have to disclose conflicts of interest and agree to the trustee code of conduct as a requirement of OSCR



On our way back to Rose's flat we were talking about rock and roll. She started spontaneously singing and dancing on the last street we walked! I'll try to polish my rock and roll skills and songs for next week!

CHIHON, VOLUNTEER

"I have enjoyed enormously watching this creative, thoughtful and energetic organisation grow and develop. It is now ready to be independent and we welcome that. This is one of the most important ways to tackle isolation and loneliness in older people and something that brings such joy can only go from strength to strength."

HELEN, CURRENT TRUSTEE

STILL INTERESTED? GET IN TOUCH!



0131 343 0955 (leave a message and we'll call you back!)



vintagevibes.org.uk or apply by clicking [here](#)



hello@vintagevibes.org.uk



Vintage Vibes, 4-6 Main Street, Edinburgh,
EH6 4HY