

Trustee Application Pack

Role Description

Role:	Voluntary role, travel expenses can be claimed
Term:	Three-year term. Annual evaluation to establish re-appointment
Location:	Northamptonshire

Purpose of the role

This is an exciting opportunity for individuals willing and able to play a key role in leading a charity supporting local survivors of sexual violence towards its vision and ambitions for the future.

Following a period of growth, we are looking to grow our board and are particularly looking for women with knowledge and experience in several areas and a Treasurer and Secretary of the board.

We welcome applicants from of all ages and backgrounds.

The trustee board has ultimate legal responsibility for keeping the organisation focused on its purpose - ensuring it is solvent, meeting legal requirements and those of good governance and has clear strategic direction to deliver the charitable outcomes.

This position is unpaid, but reasonable travel expenses will be covered.

Responsibilities

Key responsibilities are to:

- Work with the centre's CEO and staff team to set the charities strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Ensure that the organisation acts within the NRC governing document and pursues its charitable aims and objectives as well as within the law
- Ensure NRC acts within requirements of the Charities Acts, Charity Law and Charity Commission
- Safeguard the reputation and values of the organisation
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation
- Make sound decisions as a board.
- Help to recruit and induct new trustees as required

- Uphold the vision and values of the NRC and always act in the best interests of the charity
- Fulfill the time commitment and responsibilities outlined as part of that commitment

Additional responsibilities for the Treasurer and Secretary:

Treasurer

- Ensure proper accounts are kept and help set financial policies;
- Prepare the annual statutory accounts of the charity;
- Set a financial strategy with the CEO
- Delegate financial administrative duties to the finance worker and take responsibility for their supervision.

Secretary

- Organise board meetings in line with governing document, including;
 - Preparation of agenda working with the CEO, the Chair and other Trustees
 - Collation and distribution of supporting documents
 - (note we have a separate note taker)
- Act as custodian of the governing document

Skills and experience

We are looking for individuals to join the trustee board. We have identified the following as the essential and desired skills required, based on Charity Commission recommendations and the current needs of the NRC. We welcome interest from individuals with one or more essential skill. A desired skill is not required.

Essential skills required on the board:

- Finance
- Human resources
- Legal
- Governance
- Fundraising
- Strategy / business
- Communications / Public relations
- IT / Systems
- Experience of 3rd sector, particularly Health and / or Charity setting

Desired skills on the board:

- Current or previous volunteering at NRC
- Experience of working in a Domestic Violence or Sexual Violence agency setting
- Previous service user

Time commitment

Meet in person with the board of trustees six times a year:

- To establish strategic direction and advise on operational strategy in conjunction with the organisation's CEO.
- To delegate the implementation of the board's decisions to the CEO but to also define authority boundaries on each decision.
- To monitor operational strategy progress via board reports to the board.
- To receive stakeholder input and answer questions or concerns the team may have on decisions made and to identify decisions that require feedback from the NRC community prior to progression.

Other commitments:

- Read financial and operational strategy documents prior to each meeting.
- An average of 5 hours per month is required, excluding board meetings in order to fulfil the requirements of the role
- Attend trustee teleconferences in the interim between meetings if required to resolve issues or agree directional changes in response to unforeseen circumstances.
- Attend the annual AGM to represent the NRC.
- Answer member NRC advice requests relevant to your skill when possible and if they arise.

Selection criteria

We will select and assess each candidate based on skills and experience and willingness and ability to:

- Effectively advise on clear and strategic direction in their area of expertise and if possible and applicable open doors to reach those goals.
- Offer insight, perspective, strategic vision and good judgment when making informed team decisions.
- Fulfil the time commitment.
- Contribute to group discussion, challenge and ask pertinent questions.
- Work as part of a team, listen to, and respect the contribution of others.
- Be flexible and support collective decisions.
- Uphold the vision, values and objectives of the NRC.
- Act professionally, with integrity and in the best interests of the NRC, its staff, volunteers and service users.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship.
- Maintain confidentiality and adhere to the principles of equality and diversity.

Additional criteria for the Treasurer

- Qualified accountant with understanding of Charity finance and governance

Charity information

Mission and Vision

NRC is a member of Rape Crisis England and Wales. Our vision is for every survivor of sexual abuse (regardless of when it occurred) in Northamptonshire to have access to the support offered by NRC services so that:

- Survivors are able to talk about their feelings in a safe, non-judgmental environment.
- Fewer survivors have their lives and well-being compromised by emotional difficulties.
- Fewer survivors die by suicide.

To achieve our vision, our mission is to raise the quality, profile and number of NRC services so that every survivor of sexual abuse in the county is aware of and has access to confidential psychological/emotional support and/or counselling.

Our pledge to NRC members is to support the survivor community in providing clients in Northamptonshire with a high quality confidential psychological support and counselling service by representing the community and effectively using the resources of NRC in furtherance of the stated objects and mission of the charity. NRC is also an organisational member of the BACP (British Association of Counselling and Psychotherapy) within whose Ethical Guidelines for Good Practice we work.

Current strategic direction

1. Operate under a professional governance that attracts and retains quality volunteers and staff, allows for effective decision making and supports achievement of objectives.
2. Secure the charity's financial future and expand.
3. Ensure every service user receives an industry recognised high quality service.
4. Increase access to the service and improve understanding of the need for and benefits of the service.
5. Raise awareness of and confidence in the NRC service.
6. Establish and review strategy for maintaining and developing external networks and partnerships.

Please visit www.northamptonshirerapecrisis.co.uk for further information.

How to apply

Please send your CV, completed equal opportunities form below and a covering letter outlining:

- Your motivation for wanting the position
- Which essential and / or desired skills you can offer
- How you heard about this position
- Whether you had heard of the NRC prior to seeing this opportunity and if yes, how
- Whether you are interested in the position of Chair

Please send your details to Blanka Nori, NRC Chair:

blanka.nori@northamptonshirerapecrisis.co.uk

Interested candidates will be invited to attend an informal meeting in the first instance with NRC's CEO and then a formal meeting with a member of the board of trustees.

If you have any questions or would like to have an informal chat about the position before applying please contact the C.E.O.

For further information on trusteeship, please refer to:

- Charity Trustee Network
www.trusteenet.org.uk
- The Essential Trustee: What you need to know
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Charity Governance Code
<https://www.charitygovernancecode.org/en>

Restrictions on Trusteeship

Please note that the following restrictions apply to application for trusteeship:

- Anyone under the age of 18.
- Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent.
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking.
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it.

- Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking.

Equal Opportunities Monitoring Form

NRC promotes equal opportunities. This form is optional and used only for monitoring purposes – it will be separated from your application on receipt.

Sex Male ☐ Female ☐ Other ☐

Age

18-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60-65	<input type="checkbox"/>
Over 65	<input type="checkbox"/>				

Disability Do you consider yourself disabled in any way?

Sexuality Heterosexual Lesbian Pan Sexual Gay Bisexual Other

Marital status Married / Civil partnership Prefer Not to Say Separated Divorced Single
Widow / Widower

Ethnic Origin

Tick the classification which would best describe your ethnic origin. If you feel that you do not fall within these categories, please indicate under 'Any other.' what you consider to be your ethnic origin'.

I consider my ethnic origin to be:

A. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background (please write in)	<input type="checkbox"/>

B. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed background (please write in)	<input type="checkbox"/>

C. Asian or Asian British

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any other Asian background
(please write in)

☐

D. Black or Black British

Caribbean

☐

African

☐

Any other Black background
(please write in)

☐

E. Chinese or other ethnic group

Chinese

☐

Any other

☐

(please write in)