**Trustee Application Pack**

**Role Description**

**Role:**  Voluntary role, travel expenses can be claimed

**Term:** Two year term. Annual evaluation to establish re-appointment

**Location:** Northampton

**Purpose of the role**

This is an exciting opportunity for individuals willing and able to play a key role in leading a charity with great potential towards its vision.

We are looking for women who have an interest in issues around violence against women and girls and who can work as a member of a team. Currently we are particularly looking for trustees with knowledge and experience in several areas and a Chair of the board. We welcome applications from women of all ages, especially black and minority ethnic women who are currently under-represented on our board. This position is unpaid, but reasonable travel expenses will be covered.

As part of our new governance, based on the principles of the Charity Governance Code, we are seeking a skilled trustee board that can set an ambitious direction for our future.

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 for the benefit of local survivors of sexual violence.

**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 Chair and Treasurer:**

Chair

* Plan and chair trustee meetings;
* Plan and chair the AGM, with support from the Secretary, C.E.O and Treasurer;
* Act as the link between the trustee board and the C.E.O;

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 C.E.O
* Delegate financial administrative duties to the finance worker and take responsibility for their supervision.

**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
* Fundraising
* Strategy / business
* Public relations
* Currently working in health/mental health
* Knowledge of Government VAWG strategy

Desired skills on the board:

* The ability to "open doors"
* Currently volunteering at NRC
* Experience of working with another charity
* Working in the civil service
* Current/previous experience of working in a DV or SV agency setting
* Previous service user
* Public relations experience in reaching and engaging young people

**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 possibleand 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 Chair**

* Understanding of the importance of good relations between the Chair and C.E.O.
* Experience in or an ability to efficiently lead group discussions to a collective sound decision.
* Able to lead and develop a team spirit.
* Experience / understanding of how to manage conflict.
* Able to be impartial when required.
* Skilled in setting strategic direction and identifying the priority areas for charity development in conjunction with the organisation’s CEO.
* Experience / understanding of the nature of the service the charity provides and the work that goes into that, also the governance of the charity and Charity Law.

**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](http://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 Dawn Thomas (C.E.O) [dawn.thomas@northamptonshirerapecrisis.co.uk](mailto:dawn.thomas@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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Sex** | Male |  | Female |  | Transgender |  |
|  |  |  |  |  |  |  |
| **Age** | 18-24 |  | 25-29 |  | 30-39 |  |
|  | 40-49 |  | 50-59 |  | 60-65 |  |
|  |  |  |  |  |  |  |
|  | Over 65 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Disability**  **Sexuality**  **Marital status** | Do you consider yourself disabled in any way?  Heterosexual Lesbian Pan Sexual Gay Bisexual Other  Married/civil prt/ship Prefer Not to Say Separated Divorced Single Widow Widower  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
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**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:

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| --- | --- | --- | --- | --- |
| A. White |  |  |  |  |
| British |  |  |  |  |
| Irish |  |  |  |  |
| Any other White background |  |  |  |  |
| (please write in) |  |  |  |  |
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| B. Mixed |  |  |  |  |
| White and Black Caribbean |  |  |  |  |
| White and Black African |  |  |  |  |
| White and Asian |  |  |  |  |
| Any other Mixed background |  |  |  |  |
| (please write in) |  |  |  |  |
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| C. Asian or Asian British |  |  |  |  |
| Indian |  |  |  |  |
| Pakistani |  |  |  |  |
| Bangladeshi |  |  |  |  |
| Any other Asian background |  |  |  |  |
| (please write in) |  |  |  |  |
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| D. Black or Black British |  |  |  |  |
| Caribbean |  |  |  |  |
| African |  |  |  |  |
| Any other Black background |  |  |  |  |
| (please write in) |  |  |  |  |
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| E. Chinese or other ethnic group |  |  |  |  |
| Chinese |  |  |  |  |
| Any other |  |  |  |  |
| (please write in) |  |  |  |  |
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