



## **Volunteer Trustee /Director information pack**

Thank you for your interest in applying for the role of Director at Leicester Rape Crisis

This pack outlines:

- The work of Leicester Rape Crisis
- The role of Trustee/Director
- The application process

## **Who we are**

Leicester Rape Crisis is the only specialist provider of information, support and counselling for women/girls' survivors of sexual violence (recent or historic) and their family members.

We are member of Rape Crisis England and Wales. We are a feminist organisation, with our core principles based on human rights, feminism and equality.

We aim to:

- Raise awareness of the reality and extent of sexual violence
- Challenge myths and victim blaming and work to improve societal, organisational and legal responses to sexual violence through partnership and strategic work, campaigning and prevention
- Provide access to support for those affected by sexual violence through the provision of the specialist helpline

Our work is varied and wide ranging including:

- Representing the views and needs of survivors at a local and national level
- Strategic partnerships working to develop new and existing services to ensure that they meet the needs of survivors.
- We currently have a core staff team of 4 paid staff and 24 volunteers who provide face-to-face, online and telephone counselling, one-to-one support for girls, and group support activities for girls, women and family members

For more information on the work of the organisation please go to [www.jasminhouse.org.uk](http://www.jasminhouse.org.uk).

## **Being a Director (otherwise known as a Trustee)**

Leicester Rape Crisis Scotland is a charity as well as a company limited by guarantee.

A person is considered having the *general control* if she/he 'is able to secure that the affairs of an institution are conducted in accordance with her/his wishes.'

We encourage all potential board members to read The Essential Trustee: what you need to know and what you need to do (cc3). A copy is available on <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know>

## **Your role**

You are responsible for overseeing the strategic direction and effective running of Leicester Rape Crisis. All Trustees/ Directors ensure that the values and ethos of Leicester Rape Crisis are upheld, its purposes are achieved and that, at all times, it complies with the law and meets its contractual obligations.

## **Person Specification**

Leicester Rape Crisis is looking for women with the following qualities, experience, knowledge and competencies.

### *Essential:*

1. Commitment to Leicester Rape Crisis values and ethos
2. Some understanding of gender equality issues and the links between gender inequality and gender based violence
3. A willingness to devote the necessary time and effort to fulfill your duties as a charity director
4. The ability to think creatively and strategically, and to respond according to the needs of the organisation
5. The ability to form positive and productive relationships with fellow Board members, the staff and volunteer team and wider stakeholders as required

### *Desirable:*

We are particularly interested in hearing from women who have experience in:

- Counselling
- Finance
- Fundraising
- Governance
- Diversity & Inclusion

At Leicester Rape Crisis we are keen to ensure a diverse and inclusive board, to ensure equality and inclusion at all levels of the organisation. While our recruitment process is open to all, we would be particularly interested to receive applications from:

- \* Young Women under 30
- \* Disabled women
- \* Black and minority ethnic women
- \* Women who identify as lesbian, gay or bisexual

#### Time Commitment

Monthly Board meeting take place in Leicester City Centre from 6.00p.m -8.00pm on Tuesdays. Papers are circulated in advance which require scrutiny and preparation.

Other time commitments can include involvement in recruitment, participation in sub groups, attending strategic planning and review days and training. These can vary, and can be shared among the wider group.

#### Other Requirements:

You must be over 18 years and live in the United Kingdom.

This post is subject to a PVG Disclosure. Women only need apply. This post is covered by a Genuine Occupational Requirement (Schedule 9, Equality Act 2010).

We are unable to consider applications from individuals who would be disqualified from being a trustee by the Companies Act or the Charity Act including anyone who has been convicted of a crime of deception or dishonesty unless the conviction is spent.

## **Trustee Duties, Rights and Responsibilities**

The **main general duties** of a charity trustee are to:

1. Act in the interest of the charity. Trustees should put the interests of their charity before their own interests, or those of any other person or organisation.
2. Operate in a manner consistent with the charity's purposes. Trustees should carry out their duties in accordance with their governing document.
3. Act with due care and diligence. Trustees should take such care of their charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
4. Ensure that the charity complies with the provisions of the relevant legislation.

## **Trustee rights and responsibilities**

As a Director at Rape Crisis Scotland you have the right to:

1. Have access to any information regarding the organisation that is necessary for the execution of your duties.
2. Have access to support from other trustees and staff that is necessary for the execution of your duties as charity director.
3. Receive training that relates to relevant areas of Board of Trustees work.
4. Claim reasonable out of pocket expenses (including phone calls, travel, accommodation, meal allowance and care for dependents) incurred in the course of your duties as trustee.

As a Director at Leicester Rape Crisis you have a responsibility to:

1. Uphold Leicester Rape Crisis values and ethos, and comply with the Memorandum and Articles, policies and protocols.
2. Act in a manner which is in the best interest of the charity as a whole and which serves the interests of the charity's beneficiaries and stakeholders.
3. Serve without payment (except where specifically authorised) and notify the Chair of any conflicts of interest that may arise during the course of your duties as trustee.
4. Attend board meetings unless prevented by exceptional circumstances.

5. Read the relevant paperwork and be prepared for meetings.
6. Take an active role in the organisation beyond attending meetings by taking on pieces of work for and on behalf of the charity either individually or collectively with other trustees, including sub-group work, preparing and reading board papers, attending or presenting at Leicester Rape Crisis events, attending training and other board work as appropriate.
7. Carry out any work you agree to do on behalf of the charity in the time specified or inform the relevant trustees/staff members in good time if you are unable to complete it.
8. Take on specific areas of responsibility within the remit of the Board of Directors and report back to staff and trustees on any work you may undertake on behalf of the charity.
9. Support all Board decisions that have been agreed by majority.
10. Raise any areas of Board work in which you would benefit from training and attend any such training.

As a Director you will also have joint responsibility with the rest of the board of Directors to:

1. Work with the Chief Executive to set the vision and strategy of Leicester Rape Crisis maintain a strategic overview and ensure everything the organisation does is consistent with the values and purposes of the organisation as set out in the Memorandum and Articles.
2. Safeguard the charity's assets and ensure that those assets are maximised and used exclusively to fulfill the purposes of the charity as set out in the Memorandum and Articles.
3. Accept legal responsibility for the work of the organisation and ensure that the charity complies with the relevant legislation and regulations.
4. Ensure compliance with the financial requirements of the charity, including carefully monitoring the financial reporting and raising any concerns.
5. Oversee the fundraising strategy, ensure good financial planning and risk management.
6. Support and monitor the work of the Chief Executive and wider team.
7. Ensure the charity is accountable in all its work and that adequate reporting systems are in place to give stakeholders relevant and up-to-date information on the work of the charity.

8. Respond to and act on complaints/dissatisfaction from stakeholders both internal and external.
9. Appoint additional trustees or new office bearers (e.g. Chair) when the need arises.
5. Safeguard the reputation of the charity.
6. Ensure a commitment to equalities throughout the policy and practice of the charity.

### Application Process

Having read this document and accompanying attachments please complete the application form. Please be as specific as possible in your answers, as shortlisting will be based on the information you supply. CVs will not be considered.

Complete the Equality & Diversity form. This will be anonymous, is not linked to any individual application and will not form part of the selection criteria.

The deadline for applications is 12noon on the 28<sup>th</sup> February .

Interviews will take place on 8 March 2019

The Interview Panel will consist of 1 current board member and the Chief Executive.

If you have any queries or would like to discuss the role in more detail, please contact [karon.phillips@jasminehouse.org.uk](mailto:karon.phillips@jasminehouse.org.uk) in the first instance.