



## Trustee recruitment pack

2022



# ABOUT US

Jubilee House is a registered Scottish Charity (SCIO) SC046046  
We were set up to help women and children dealing with domestic abuse and working towards prevention of abuse.

During lockdown, we took our groups online and this taught us valuable skills using the internet. It allowed us to reach women living with domestic abuse throughout the UK and beyond, even as far as Canada, Israel and Africa. Coming out of lockdown, we were keen to bring the services back to our local community of Paisley, Renfrewshire and across Scotland.

The charity owns a large building and garden which we have now completely renovated and turned the garden into a safe, peaceful space for accommodating more groups.

We have been developing our skills and are facilitators of the Freedom Programme, Freedom Forever, financial empowerment courses (in association with RBS/NatWest, wellness/meditation/yoga classes, and we are currently setting up an IDAA service. (Independent Domestic Abuse Advocate).



# Our purposes

The organisation's purposes are:

- To relieve women and their children of domestic abuse across Scotland by offering short-term housing and other opportunities that promote and empower an abuse-free future.
- To advance the health and well-being of women recovering from domestic abuse across Scotland by offering person-specific resources and support to heal from past abuse and to end cycles of victimisation.
- To promote the equality and diversity of women by raising awareness of domestic abuse in Scotland.
- To prevent the impoverishment of at-risk women victims of abuse through opportunities for financial and personal advancement.



# WHO WE ARE LOOKING FOR

We have a solid springboard to increase our services and engagement in the community.

We now need two more, highly engaged trustees who are not afraid to roll their sleeves up and work with us to change the face of domestic abuse in Scotland.

They will work with the board to develop more services and will also work with other agencies and the community to develop, expand and grow the charity as we reach more victims and survivors.

Skills may include, (but these are not essential), previous board experience, charity governance, finance and fundraising, law, organisational growth, and social work.

## Remuneration/Expenses

This is an unpaid role, however reasonable expenses associated with the role can be reimbursed (e.g. travel to and from Board meetings, where applicable).

The position is open to **women only** under Schedule 9, Part 1 of the Equality Act 2010.



# Your responsibilities

As a Trustee Board Member, your responsibilities will include:

1. Setting and maintaining the strategic direction of the organisation
2. Sharing responsibility for Board decisions
3. Maintaining an overview of the organisation's financial performance
4. Ensuring appropriate leadership and governance is in place
5. Attending and meaningfully contributing to Quarterly Board Meetings
6. Ad-hoc attendance and engagement in sub-committees and short-life working groups, as required.

Trustees are expected to attend, engage and contribute meaningfully to all board meetings, which are held 4 times per year, as well as our Annual General Meeting.

The approximate trustee time commitment for board activity is 2-3 hours per month.

# Main duties

Trustees will also be asked to contribute their expertise by participating in sub-committees, short life working groups, events and networking activities, and acting as subject matter experts on particular projects as appropriate.

To contribute actively to the role of Trustee by:

- Offering support and challenge to board colleagues and volunteers, adhering to collective responsibility once decisions are made
- Setting and reviewing operational policy and practice
- Defining goals, setting targets, and evaluating performance against agreed targets
- Safeguarding the good name and values of Jubilee House
- Protecting and managing the tangible assets of the organisation and ensuring the proper investment of all funds
- Promoting and representing Jubilee House in an external ambassadorial capacity, as required.

The trustee time commitment for this aspect will be as much as you are comfortable with.



# How to apply

## How to Apply

Please email us to log your interest at [jubileehousescotland@gmail.com](mailto:jubileehousescotland@gmail.com)  
We will then send you our constitution, trustee policy, OSCR trustee guidance and an application form.  
Then email your completed application to us and we will arrange a suitable time for an interview.

If you have any questions or queries, or would like more information, please email us at [jubileehousescotland@gmail.com](mailto:jubileehousescotland@gmail.com)

Interviews will take place online via Zoom and successful applicants will be co-opted onto the board at the next board meeting.  
We would hope to have the process complete in autumn 2022.

Closing date: 30<sup>th</sup> September 2022

