

11 Hill Lane, Lerwick,

Shetland, ZE1 0HA

Tel No: 01595 **747 174**

contact@compasscentre.org

www.compasscentre.org

**TRUSTEE
RECRUITMENT PACK**

Dear Applicant,

Thank you for your interest in volunteering The Compass Centre / Shetland Rape Crisis. This is an exciting opportunity to join our team as a Trustee on our Board.

The Compass Centre provides free and confidential information, support, counselling, and advocacy to any non-abusive person in Shetland, of any gender (age 13+), who have been affected by sexual violence at any time in their life. We are an intersectional feminist and trauma-skilled organisation, and the successful candidate will be supported to learn and grow in their voluntary work and values-base.

**We are particularly interested in recruiting for a Treasurer, so if you have experience in this area, please let us know.**

Please find enclosed the following documents:

* Information about The Compass Centre
* Advice on completing your application form
* Role Description and Person Specification
* Application Form
* **Please do not send a curriculum vitae (CV). This will not be considered.**

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. We are committed to promoting equality and diversity and applications are welcomed from women of all backgrounds. We particularly welcome applications from black and minority ethnic women, LGBT women, retired women, and disabled women.

We also encourage applications from survivors and ex-service users, but please be aware that we can only accept applications from ex-service users who have been more than 1 year out of service. If this is you, please email contact@compasscentre.org about our ex-service user’s advisory group, OWL. Unfortunately, we cannot accept applications from current service users.

All applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to contact@compasscentre.org before **5pm on Tuesday 30th November.**

**Applications made before this date are actively encouraged and may be considered for interview shortly after submission wherever possible, so please apply as early as you can.**

Yours sincerely

Laura Hughes, Chair, Board of Trustees

**ABOUT OUR SERVICE**

Shetland Rape Crisis, based in The Compass Centre in Lerwick, provides free and confidential information, advocacy, support, and counselling to any non-abusive person in Shetland of any gender (age 13+) who has been affected by sexual violence / harm at any time in their life.

We are an independent charity and have been operating since 2016. We are a small team of 7 mostly part-time staff members and a range of volunteers, including our Board of Trustees.

We provide a range of services to survivors of sexual violence and harm including:

**Support Service**

Our Support Service offers emotional and practical support for up to 6 months. Appointments are weekly or fortnightly. Support is led by the survivor and what they would like to achieve in this time. We provide a space to talk about how you’re feeling and support to manage the complex emotions that come after an experience of sexual violence. We know that the trauma of sexual violence can touch on every aspect of your life. We can also provide support to navigate the areas of life that have been affected such as: safety planning, attending appointments, expressing needs to loved ones and/or other services, help with benefits, help with housing, and more.

**Counselling Service**

Our Counselling Service is the next step for survivors who are now in a safe and stable place and feel ready to process their experiences. In this service, we offer counselling and trauma-skilled emotional and therapeutic support for up to 6 months. Appointments are weekly or fortnightly.

**Advocacy Service**

As part of the Rape Crisis Scotland National Advocacy Project, our Advocacy Service delivers "end-to-end" support for survivors thinking of or engaging with the criminal justice system. Should you decide to report to police, our Advocacy Service is here to support you through the criminal justice process. We are here to answer questions, provide information and resources, and help you prepare for the next steps. We may also be able to help by being a supportive presence during statements or court proceedings, and liaising with Police Scotland, the Crown Office and/or the Procurator Fiscal Service to assist with updates.

**Prevention & Activism**

We have a dedicated Sexual Violence Prevention & Activism Worker who works in all the secondary schools in Shetland delivering the Rape Crisis Scotland National Prevention Programme and who facilitates the updake of Equally Safe at School (ESAS), a whole school approach to gender-based violence. She also leads and facilitates BEE (Bold, Equal & Empowered) our young activists’ volunteer group.

**Participation**

We undertake training, campaigns and community events to educate on the prevalence of sexual violence and highlight ways to prevent it, and we take part in partnership work with strategic partnerships, the local authority, health, and third sectors advocating for the inclusion of concerns relating to sexual and gender-based violence in Shetland. We have also recently formed an ex-service users advisory group, OWL (Onward, Wellness, Learning).

**ADVICE ON COMPLETING YOUR APPLICATION FORM**

As part of our commitment to equal opportunities, candidates are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview.

Therefore, only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information requested about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Read all the information provided especially the role overview and person specification. These outline the responsibilities of the role and lists the skills, knowledge and abilities that the shortlisting/interview panel will be looking for.
2. Section 3 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you think you would be suitable as a Trustee for Shetland Rape Crisis.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous roles, from within or outwith formal employment, or personal.
3. Section 2 asks you why you are interested in volunteering with us. We are an intersectional feminist and trauma-skilled organization and our core organizational values are inclusivity, trust, ambition, collaboration and quality. We are interested in hearing about your values and what draws you to this voluntary role, as well as how you bring your values into your practice and your everyday life. Please make sure to capture this as well as your experience and skills.
4. We have lots of information about our service on our website [www.compasscentre.org](http://www.compasscentre.org)
5. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the shortlisting panel.**
6. A Protection of Vulnerable Groups for Adults Disclosure is required as part of the job.
7. All applicants must complete all parts of the application form.
8. References are normally taken up for the shortlisted applicants before interview. If you do not wish one or all references to be taken up at that point please indicate on the relevant page. It is our policy not to appoint Trustees without taking up references.

|  |  |
| --- | --- |
| **Job Title** | **Trustee (Volunteer)** |

**Closing date:** Tuesday 30th November @ 5pm. **Applications will be considered at time of receipt, so early applications are strongly encouraged.**

**Interviews:** Rolling.

**Salary:** N/A. Voluntary position.

**Hours:** Variable according to the needs of the service. On average, post-training, one 2.5 hour meeting per month plus additional hours for specific responsibilities.

**Location:** Meetings usually held at The Compass Centre, Lerwick, Shetland, but there will also be a requirement for some home-working and training in different locations, which may include mainland Scotland. Meetings can also be held on Zoom.

**Main purpose:** To ensure the sound governance of Shetland Rape Crisis.

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the volunteer in this position.

**Overview of Role**

The Board of Trustees have ultimate legal and financial responsibility for all activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. They may additionally be called upon for some recruitment and HR-related activities, as well as attending outreach events, and are encouraged to join team-building activities wherever possible.

**Key aspects of the role**:

**Vision and Leadership**

* To be committed to the vision, mission and values of Shetland Rape Crisis.
* To provide strategic direction, including agreeing and monitoring strategic plans.
* To keep informed about the activities of SRC and the wider issues that affect its work.
* To ensure the work of SRC is monitored and evaluated.

**Accountability & Legal Responsibilities**

* To ensure that the organisation complies with its governing document – Constitution & SCIO.
* To ensure that the organisation complies with the law, including charity law.
* To ensure that the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
* To ensure that risks to the organisation, staff, volunteers and service users are identified, at an acceptable level and are effectively managed.
* To be accountable to funders and other stakeholders.
* To personally abide by all policies and procedures

**Financial & Staff Management**

* To understand the financial position of the organisation.
* To ensure that the organisation’s finances are properly managed.
* To ensure that the organisation operates within its agreed accounting policies.
* To ensure adequate financial resources for the organisation.
* To contribute to fundraising strategies.
* To ensure that the organisation is properly insured against all reasonable liabilities.
* To ensure that the organisation is a responsible employer and adheres to legislation.
* To effectively support and manage the Service Manager.

**Responsibilities of Individual Trustees**

While the Board of Trustees as a whole is collectively responsible for decisions made, it is important to be aware of the individual responsibilities and duties of trustees. Outlined below are the duties for Charity Trustees:

* to act within powers
* to promote the organisation
* to exercise independent judgement
* to exercise reasonable care, skill and diligence
* to avoid conflict of interest
* to not accept benefits from third parties
* to declare any interests in proposed transaction or arrangements

**Training**

The following compulsory training must be completed within the first training block scheduled:

* SRC Induction Training
* Adult & Child Protection Training Level 1 & Level 2
* Feminist Governance Training with Shirley Otto
* VAS Trustee Procedures & Responsibilities Training
* VAS Trustee Financial Management Training

**Times and commitment**

* Board Meetings – every month for 2.5 hours during the evening
* Appropriate time to read and study all papers and reports in advance of meetings
* Appropriate time to lead/attend sub-committee meetings as agreed
* Appropriate time to support staff with certain operational areas such as recruitment or finance depending on agreed individual Trustee responsibilities
* Yearly AGM attendance
* Yearly attendance or contribution towards the annual business planning morning
* From time to time, attendance at national conferences and additional training on a range of subjects including governance
* To attend outreach events as part of the team at The Compass Centre (including agricultural shows, Pride, and other pop-up events)
* To attend team-building activities wherever appropriate and possible

**What we ask from Trustees:**

* To respect the confidentiality of the service we provide
* To be honest, open and respectful towards others
* To attend all compulsory Training
* To attend at least 80% of all Board Meetings over the course of the year
* To actively contribute to good governance
* To adhere to SRC Volunteer Policies and codes of good practice at all times

**TRUSTEE PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | * A commitment to an intersectional feminist understanding of gender-based violence.
* A commitment to a trauma-skilled understanding of gender-based violence.
* Shared values base with our organisation & a commitment to our shared aims.
 | * Understanding of impact of sexual violence.
* Understanding of feminist governance.
 |
| **Experience** |  | * Previous Trustee and/or Board experience
* Finance
* Governance
* HR
* Communications
* Third Sector Issues
* Administration
* Logistics
* Project Management
* Fundraising
* Campaigning
* Social Work
* Academia
* Education
* Community organising
* Support Work
* Counselling
* Law
* Conflict Management
* Mediation
* Any other area of experience relevant to the job description.
 |
| **Skills & Abilities** | * Good leadership skills
* Good communication and interpersonal skills
* Good IT skills
* Impartiality and fairness and recognition of any conflicts of interest while carrying out the duties
* Ability to respect the confidential nature of the service
 | * Ability to work as part of a small team of Trustees
* Excellent communication skills, including excellent use of IT
* Ability to manage difficult conversations
 |
| **Qualifications** | * Demonstrating shared values, skills, experience and personal qualities is more important than formal qualifications.
 | * Any relevant qualifications related to the desirable experience specifications.
 |
| **Other** | * A willingness to learn
* A person-centred approach
* Reliability and commitment
* Commitment to the role
* Creative thinking and approach
 |  |

**Application for the post of Trustee**

**To be returned to:** contact@compasscentre.org

Interviews will then be held at a time and date arranged to suit.

**Travel expenses to interview will be covered where requested. Necessary childcare can also be covered in agreement with the Board if invited to interview.** A PVG Check will be undertaken with all Trustees following interview as part of the selection process. Dates will be agreed with successful applicants for induction training.

If you would like to discuss any aspect of this prior to submission, please call 01595 747 174 or email contact@compasscentre.org or board@compasscentre.org. Please note that the latter email address is only checked monthly so timely concerns should be directed to the former.

|  |
| --- |
| **Section 1: Personal details** |
| Name: | Phone:  |
| Address: | Mobile: |
| Email: |
|  |
| Post code: |  |

|  |
| --- |
| **Section 2: Can you outline why you want to volunteer as a Trustee on the Board at Shetland Rape Crisis?**  |
|  |

|  |
| --- |
| **Section 3: Relevant skills, experience and abilities** |
| Please outline your relevant experience (including paid work, unpaid work, volunteer work and any other personal examples), including your skills and abilities, and what you feel you can bring to the role of Trustee. Please include any information which you feel is relevant. ***The shortlisting process will be based on this information so please be as explicit as possible about your knowledge, experience, skills and abilities, giving examples where helpful. We are particularly interested in recruiting for a new Treasurer so if you think this could be you, please let us know why.*** |
|   |

|  |
| --- |
| **Section 4: References** |
| Please provide references who can attest to the skills, knowledge and experience mentioned above.  |
| **Reference 1:**  |
| Name:  | Position:  | Tel no:  |
| Company/organisation name: | Address: |
| May we, with discretion, contact your reference:Yes/No |
| **Reference 2:**  |
| Name:  | Position:  | Tel no:  |
| Company name: | Address: |
| May we, with discretion, contact your reference:Yes/No |

|  |
| --- |
| **The role requires some level of evening and weekend work to accommodate your induction, training and attendance at future Board meetings. There will be an opportunity to discuss this further at interview. Can you outline what availability you have for this? For interviews can you also indicate whether daytime or evening is preferable.** |

|  |
| --- |
| **Conflict of Interest Declaration** If you have any possible conflict of interest (eg involvement with political party, funder, other organization) can you indicate this here: |

|  |
| --- |
| **Section 5: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to removal from involvement with the Service.Signature: Date: |