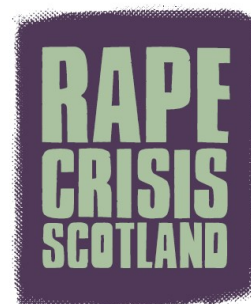


# Board of Trustees: Information Pack for applicants

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Thank you for your interest in applying for the role of a Trustee at Rape Crisis Scotland.

This pack outlines:

- The work of Rape Crisis Scotland
- The role of Trustee
- The application process

## About Rape Crisis Scotland

### Background

Rape Crisis Scotland is Scotland's leading organisation working to support survivors of sexual violence, transform attitudes, improve the justice response to sexual crime and, ultimately, to end sexual violence in all its forms.

From the earliest collectives, over 40 years ago, to the modern network of Rape Crisis centres, survivors' needs and voices have been at the heart of Rape Crisis in Scotland.

You can read more about the early years of Rape Crisis in our 2009 publication, [Woman to Woman: An Oral History of Rape Crisis in Scotland 1976-1991](#).

### Who We Are

All of us deserve to live free from the fear and threat of sexual violence. At Rape Crisis Scotland we work to raise awareness of the prevalence and impact of rape, sexual assault and abuse, advocate for better health, justice and community responses, and work to make sure that no matter what happened or when, survivors can access specialist support.

Rape Crisis Scotland is governed by a [Board of Trustees](#) and is a growing organisation with over 45 staff members, working across a broad range of projects.

We deliver direct support services to survivors and work with local centres who provide specialist Best Practice Rape Crisis support to more than 6,000 survivors annually.

Rape Crisis Scotland and our member centres are committed to adhering to the Rape Crisis National Service Standards (RCNSS). These standards ensure that all survivors who contact us receive a consistent, specialist services from any member Rape Crisis Centre.

## What We Do

At Rape Crisis Scotland, our work is diverse and varied. In addition to our work supporting our member centres we also provide the following services:

- A National Helpline, providing support and information to anyone affected by sexual violence. The Helpline is open daily, 5pm until midnight, 365 days a year.
- National Advocacy Service, supporting anyone who is considering reporting or is engaged in the justice system, helping them to navigate the system.
- Prevention work, working with schools, colleges and universities to promote healthy relationships, provide support to enable prevention of gender-based violence and improve institutional responses to survivors.
- Membership Services building the capacity of our member centres and their workers to work within the National Service Standards and meet local demand for evidence-based, high-quality services.

We also work collaboratively with the Scottish Women's Rights Centre, which provides legal advice and support to survivors of gender-based violence.

Rape Crisis Scotland works with a number of high profile authorities and organisations and has a key seat at the table with, among others, the Scottish Government, Police Scotland and Crown Office & Procurator Fiscal Service.

For the latest information on the work of Rape Crisis Scotland and our recent campaign work, see our latest [Annual Report](#).

## Our Values and Ethos

At Rape Crisis Scotland, our guiding principles are:

- Feminism,
- Equality and
- Human Rights

Our services draw from the guiding principles of gender-based power, reduced power analysis, survivor-centred approach, trauma-based approach and holding perpetrators accountable and our work with survivors is guided by values and principles of being non-judgmental, survivor-led and trauma informed.

As an organisation we are working to embed an intersectional approach, recognising the compounding inequalities and discrimination that survivors, our staff and volunteers may experience and seeking to reflect this in our service provision and

broader work. We want Rape Crisis to be a movement that reflects the diverse population of Scotland and seek to support the participation and representation of Black and minoritised communities, disabled people, people of all ages, sexual orientations, gender identities and rural and remote communities.

As an organisation we are trans-inclusive, and pro-choice.

We recognise that our work to become anti-racist and intersectional is an ongoing process, and are committed to reflection, and learning and welcome feedback on how we can improve.

Our principles and approach are important to us, and as an organisation that seeks to work collaboratively with others, we feel it important to share these so that we are transparent and clear with current and future members of staff about our values and the expectations that surround these in terms of how we work together and what we produce.

As we are committed to survivors, we are committed to providing a supportive and empowering environment for our staff, creating an environment where we can inspire each other and allow each other to thrive, working together, collaboratively to achieve our collective goals.

## The Role of the Board of Trustees

Rape Crisis Scotland is a charity, recognised in Scotland, as well as a company limited by guarantee.

The *Charities & Trustee Investment (Scotland) Act 2005* defines a charity trustee as any person 'having the general control and management of the administration of a charity.' 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.'

The Board of Trustees of Rape Crisis Scotland is responsible for overseeing the work of the organisation. This includes ensuring that:

the organisation is clear in its purpose and direction

- the organisation is meeting its targets and agreed objectives
- all decisions taken are in line with and safeguard the ideals and purpose of the organisation as laid out in its founding statement or constitution
- assets are safeguarded and used efficiently for those for whom the

organisation exists

- the organisation fulfils all its legal obligations
- the organisation is effectively managed, operates efficiently and works within its policies and budgets, any relevant good practice guidance and the law
- the organisation is accountable financially and in other ways
- there is a proper procedure for the recruitment and supervision of staff
- the Board of Trustees itself is representative and functions effectively

We encourage all potential board members to read the Guidance for Charity Trustees developed by the Office of the Scottish Charity Regulator, available on their website: <http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees>

In addition, Rape Crisis Scotland is committed to embedding the values of feminist governance.

## Your Role as a Trustee

As a Trustee, you will be responsible for overseeing the strategic direction and effective running of Rape Crisis Scotland. All Trustees ensure that the values and ethos of Rape Crisis Scotland are upheld, its purposes are achieved and that, at all times, it complies with the law and meets its contractual obligations.

While the term 'trustee' is used in terms of charity law, the term 'director' may also be used where this relates to the charity's registration as a Company.

## Induction, training & support for Trustees

Rape Crisis Scotland provide a comprehensive induction pack for all new Trustees. Training will be provided as required. This will include training in:

- Introduction to GBV,
- Feminist Governance
- Safeguarding,
- Health & Safety,
- Data Protection,

- Anti-racism,  
Reasonable travel expenses will be paid, as per the RCS Expenses Policy.

## Person Specification

Rape Crisis Scotland Board of Trustees are looking for people with the following qualities, experience, knowledge and competencies.

### **Essential:**

- E1. Commitment to Rape Crisis Scotland values and ethos (as outlined above)
- E2. An understanding of gender equality issues and the links between gender inequality and gender-based violence, and a commitment to an intersectional approach
- E3. A willingness to devote the necessary time and effort to fulfill your duties as a charity trustee
- E4. The ability to think creatively and strategically, and to respond according to the needs of the organisation
- E5. 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:

- D1. Finance
- D2. Fundraising
- D3. Governance
- D4. Diversity & Inclusion
- D5. External affairs and Media

At Rape Crisis Scotland, 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 women of colour.

### **Time Commitment**

The RCS Board of Trustees normally meets on a quarterly basis. Occasional additional meetings may be arranged as necessary. Meetings are usually held from 4.30 –

6.30pm on Wednesdays.

Meetings are usually held online, with occasional in person meetings at the RCS offices in Glasgow city centre.

Meeting papers are circulated a week in advance of the meeting and trustees will need to read these and prepare ahead of the meeting. This may take approximately 1-2hrs.

An in person Board Development Day is held once a year on a Saturday.

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 amongst 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. Please note this post is for women only under Schedule 9, Part 1 of the 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.

## **Trustees Rights, Duties & Responsibilities**

### **General Duties of a Charity Trustee**

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 2005 Charities Act, the Companies Act 2006, and other relevant legislation.

More detailed information can be found on the [OSCR website](#). In addition to the legal requirements, Rape Crisis Scotland trustees have the rights and responsibilities detailed in the next section.

### **Trustee Rights & Responsibilities**

#### **As a Trustee 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 trustee.
3. Receive training that relates to relevant areas of Board of Trustees work.
4. Claim reasonable out of pocket expenses incurred in the course of your duties as trustee.

#### **As a Trustee at Rape Crisis Scotland you have a responsibility to:**

1. Uphold Rape Crisis Scotland's values and ethos, and comply with the Articles of association, 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 Rape Crisis Scotland 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 Trustees 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.

11. Monitor your commitment and contribution to Rape Crisis Scotland and allow new board members to succeed you if and when you can no longer participate as described here.

**As a Trustee you will also have joint responsibility with the rest of the board of Trustees to:**

1. Work with the Chief Executive to set the vision and strategy of Rape Crisis Scotland, 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 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 Articles.
3. Accept legal responsibility for the work of the organisation and ensure that the charity complies with the *Charities & Trustee Investment (Scotland) Act 2005*, the *Companies Act 2006* and any other 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.
10. Safeguard the reputation of the charity.
11. Ensure a commitment to equalities throughout the policy and practice of the charity.

## Liabilities of Trustees

As Rape Crisis Scotland is a company limited by guarantee, Trustees have limited financial liability. This means that if there are debts which could not be attributed to negligence then their individual and collective responsibility is limited to between £1 and £15.

Even with company limited status, however, Trustees may be personally liable if they act outside their powers, act fraudulently or without due care, commit an offence or allow the organization to carry on operating when they know, or should have known, that it is inevitably going to become (or already is) insolvent.

## 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.

An equal opportunities monitoring form should be completed online: [Equalities Monitoring 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 **15 October 2026 at 12noon**.

The Interview Panel will consist of the RCS Chief Executive and a member of the RCS Board of Trustees Nominations Committee.

We are keen to ensure an accessible recruitment process; if you have any issues accessing this pack, or require these materials in a different format please contact [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk).

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

Our recruitment process is carried out in accordance with the Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025. For full details on how your information will be used, please see our [Privacy Notice](#).