



Recruitment Pack for
New Trustees of the Board

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1. Welcome from WALL

Thank you for your interest in applying for a role on the Board of Trustees for Women's Aid Leicestershire Limited.

WALL is now actively looking for trustees with experience of the voluntary sector, housing, tendering and procurement, law, fundraising and volunteering.

Should you wish to discuss the work of WALL or the role of Trustee, I would be happy to have a chat with you.

Thank you once again for your interest in WALL and I look forward to receiving your completed application.

Sophie McGoff

Chief Executive Officer

2. About WALL

Women's Aid Leicester was established as a not-for-profit women only organisation in 1974 when we opened the first refuge in Leicester.

In 1989, the management structure was changed, and we became Women's Aid Leicestershire Limited (WALL) and were registered with the Financial Services Authority as an Industrial and Provident Society.

In 2009, the need to make the organisation more relevant and fit for purpose was identified and a decision was taken to convert WALL to a charitable company with a wider remit to provide specialist services to ensure we were able to support all areas of our community effectively.

Women continue to be at the heart of our services, and we continue to provide essential, high quality, cost effective and often lifesaving services that are tailored to meet women's needs.

Because we deliver support and services that victims want and need, we are effective. We are specialists in our field and the clients we work with are

empowered to take control of their lives and move onto independent living free from abuse.

Our Vision, Mission, and Values

Vision

WALL's vision is to be the primary resource of expertise for the range of domestic and sexual abuse services for all victims across the region.

Mission

Our overall aim is to improve the lives of survivors affected by all forms of violence and abuse.

We do this by:

- Raising awareness of domestic abuse and the ongoing suffering of women and children.
- Protecting women and children and at the same time providing the right services and relationships that are empowering and support women to move on and recover their lives.
- Providing services which are based on listening to survivors.
- Participating in or leading campaigns to keep the issues in the public consciousness and to raise awareness on the range of violence against women, including FGM, HBV and forced marriages.
- Supporting and reflecting diversity and promoting equality of opportunity.
- Supporting and promoting cohesive inter-agency responses to domestic and developing partnerships.
- Understanding the issues and providing political challenge locally and nationally.
- Providing safe and secure services for women and children fleeing an abuse situation.
- Providing support and assistance for women who are in fear of becoming victims of abuse or who have been victims in the past and still require specialist support.
- Providing a culture of excellence and expertise and to be the main provider and leading specialist of safe, secure and confidential service.
- Working with victims using an explicitly anti-oppressive approach to the way services are developed and delivered.

- Working in partnership with funders and others and fostering a reputation for delivering high quality services and prove to be a respected organisation with good governance.

Values

The following values guide the way in which WALL works:

- WALL gives priority to women's and children's safety and recognises that anybody can be a victim of domestic abuse.
- WALL is committed to a teamwork environment where clients, staff, volunteers, members and Trustees are treated with respect and encouraged to contribute towards shaping services.
- WALL strives to create a workplace where opportunity, openness, enthusiasm, diversity, accountability and a sense of purpose combine to provide a rewarding professional experience.
- WALL is committed to the highest level of integrity which is demonstrated by honesty and fairness in every action we take.
- WALL will communicate openly, honestly and accurately with stakeholders.

Our Organisation

WALL currently employs 35 members of staff and has a budget of around £800k pa.

3. Governance Structure

Women's Aid Leicestershire Limited (WALL) is a Company limited by Guarantee and has charitable status.

WALL's activities are overseen by a Board of Trustees who:

- Provide vision and leadership to the organisation.

- Ensure that WALL is an accountable organisation and that it fulfils its legal obligations.
- Ensure that WALL manages its staff finances and other resources in a responsible manner.

The day to day running of the organisation is delegated to the Chief Executive. The Chief Executive provides reports to the Board of Trustees at their quarterly meetings and provides additional updates when requested.

In addition to the main Board meetings, Finance & HR and Fundraising subgroups have been set up. The minutes of these meetings are shared at the main Board Meeting. This allows the Board to ensure that sufficient attention is being paid to the detail of the specific issues without one topic dominating the agenda at every meeting.

The main Board remains responsible for all decisions taken by the subgroup.

In addition, task and finish groups are set up for specific areas of work. These are time limited groups, with a clear remit.

Membership of WALL is open to any individual who is interested in promoting the objectives and who:

- Applies to the Organisation in the form requested by the Trustees;
- Is approved by the Trustees; and
- Signs the register of members or consents in writing to become a member.

From time to time, WALL will advertise for new members who wish to be considered for membership of the Board. This is to ensure that the Board of Trustees contains the necessary skills to lead WALL.

Informal discussions and a formal interview take place prior to approval. The term of office is 3 years, but a retiring Trustee may be reappointed by the existing Trustees according to such criteria as they decide.

Great importance is placed on the Board of Trustees having a good understanding of the workings of the organisation.

Our Board of Trustees consists of:

Chair

Vice Chair

Treasurer (vacant position)

The number of Trustees varies; however, we currently have 7.

4. Introduction to Trustee Posts

WALL is seeking to appoint additional Trustees to join the Board.

We believe the Board of Trustees should be made up of volunteers from all walks of life that have professional or personal experience and knowledge of domestic abuse and an enthusiasm for and commitment to improving WALL's services and inter-agency responses to abuse.

Members of the Board of Trustees

We are specifically seeking enthusiastic individuals eager to contribute to the skills mix of the Board of Trustees. In particular we are keen to find proficiency in the voluntary sector, housing, law, tendering and procurement, volunteering, marketing, fundraising and HR along with an understanding of abuse.

As a Trustee, you will grasp the opportunities and challenges that lie ahead with vision and energy – applying your expertise to make a visible and lasting difference to WALL. This will mean overseeing our development, ensuring sound governance, as well as promoting our work to key audiences and representing WALL at events.

We do not expect Trustees to be experts on every subject that comes before the Board, but they can apply their experience gained in different walks of life to assess proposals and determine which will benefit WALL. In terms of background, you will be used to operating at a strategic level in a public, private or third sector organisation, with relevant senior management experience.

Committed to WALL's vision, you will bring an assertive, empathic yet collaborative approach to the role, have a high level of integrity and understand and accept the legal duties of being a Trustee.

An induction programme has been designed to ensure each Trustee takes every opportunity in which to learn about WALL and to acquaint themselves with each service. Part of this programme will involve attendance at a Staff Away Day.

WALL is committed to staff development and support and, subject to budgetary constraints, we extend this commitment to Trustees in respect of attendance at relevant training courses on governance and any other subject which may be of use to WALL and the Board of Trustees.

5. Terms of Reference for the Board of Trustees

See Appendix 1.

6. Trustee Role Profile

See Appendix 2.

7. Person Specification

Within your written application it is expected that you will be able to demonstrate and provide evidence of the following criteria. These will be explored further at interview.

- a) Demonstrable understanding and empathy of WALL's vision, mission and values along with a commitment to the organisation.
- b) Provide an up to date record of proven achievement in your own field.
- c) Evidence of operating at a strategic level and the ability to work in partnership to set a strategic vision.
- d) Previous Trustee or non-executive Trustee experience.
- e) Proven experience at a senior management level.
- f) Willingness to commit the time required for Board meetings and time outside these to read papers.
- g) Ability to use extensive networks and contacts in order to benefit WALL.

We are particularly looking for Trustees with skills and evidence in the following areas:

- a) Voluntary Sector
- b) Housing

- c) Law
- d) Fundraising
- e) Human Resources

No artificial barriers to age, disability, gender or race will be included, other than that the Trustees must be aged 18 or over.

All Trustees must be willing to accept the legal duties, responsibilities and liabilities of a Trustee as set out by the Charity Commission. The Charities Act disqualifies people from being a Trustee if they have unspent convictions for offences involving deception or dishonesty; are un-discharged bankrupts; have been removed from the Trusteeship of another charity because of misconduct; or have failed to make payments under court administration orders. Any Trustee wishing to apply for a waiver should write to the Commission. This provision is made under section 72(4) of the Charities Act 1993.

8. Terms and Conditions of Appointment

The role of a WALL Trustee is unremunerated although travel and expenditure can be reimbursed. Appointment is by success at interview and returned acceptable references.

9. Timetable and Recruitment Process

The timetable for the recruitment process is as follows:

- Closing date for applications: open
- Selection Process and confirmation of interview: You will be invited to an informal meeting with the CEO plus a Trustee. The purpose being to establish from both the applicant and WALL perspectives if there is a “fit” between what the applicant offers and wants, and what WALL require. Areas to explore will include:
 - Background, relevant skills, experience and knowledge
 - Knowledge of domestic violence
 - Motivation – why they want to be a Trustee
 - Is the candidate comfortable with WALL’s operating environment, and can commit to confidentiality and meetings

- Is the candidate prepared to read paperwork before meetings

Successful applicants will then be invited to a second stage formal interview with the CEO and Trustees.

Applicants will be asked to talk through:

- What they understand of the role of a Trustee in WALL to be
 - Their motivation to become a Trustee
 - Career background
 - Relevant skills, knowledge and experience
 - What they bring to WALL
 - What they hope to get out of being a WALL Trustee
 - Hobbies and interests
- Outcome and confirmation process: A member of the Board will advise you of the outcome of your interview and will inform you of the induction process.

10. How to Apply

Please complete the attached application form and ensure you provide the following:

- A detailed supporting statement (contained within the application form)
- A comprehensive CV

Please provide details of two people who may be approached as referees, who know you in a capacity to comment on your suitability for the position for which you have applied. WALL will only contact referees if your application is successful at interview and referees will not be contacted without your prior consent.

In line with good practice, we would also ask you to complete the equal opportunities monitoring form, to help us ensure that equality of opportunity is being achieved. The information on this form will be treated as confidential and not used as part of your application.

For further information about WALL please see our website: <https://wall-leicester.org.uk/>

For an informal discussion about the role, please call Sophie McGoff (CEO) on 07967 779809.

11. Appendices

Appendix 1: Terms of reference for WALL Board of Trustees

Appendix 2: Role Profile for Trustees of WALL

Appendix 3: Application Form

Appendix 1: Terms of Reference for WALL Board of Trustees

WALL Board of Trustees will derive its responsibilities from three sources:

- i. Specific duties for all charity trustees which are laid down by Charity Law are:
 - a. A duty of care, to ensure that the charity works in pursuance only of its objects and that it delivers on these;
 - b. A duty of compliance with all relevant legislation and regulation; and
 - c. A duty of prudence in respect of the charity's assets.
- ii. WALL's Memorandum and Articles of Association will set out the composition of the Board of Trustees, the ways in which the trustees are appointed and their powers.
- iii. Companies House guidance.

1. Purpose

- 1.1. The Board of Trustees is ultimately responsible for the overall conduct of WALL and will conduct its business to ensure that WALL is
 - financially viable;
 - properly governed; and
 - properly managed.
- 1.2. The Board of Trustees will monitor performance of all its functions and will decide the level of resources to meet its financial and other obligations.

2. Membership

- 2.1. The Board of Trustees, when complete, shall comprise of:
 - Up to twelve trustees
 - Membership is open to any individual interested in promoting the Objects who :
 - Applies to the Charity in the form requested by the Trustees.
 - Is approved by the Trustees.
 - Signs the register of members and consents in writing to become a member.

3. Quorum

- 3.1. The quorum necessary for the transaction of the business of the Board of Trustees is three.

4. Essential Responsibilities

- 4.1. The Board of Trustees has the following essential responsibilities:

- 4.1.1. Setting and Maintaining the Vision and Mission of WALL:

The Board of Trustees is responsible for establishing the essential purpose of WALL as set out in the Memorandum and Articles of Association. It is also responsible for guarding the values of WALL.

- 4.1.2. Developing Strategy:

Together, the Board of Trustees and the Chief Executive are responsible for developing a long term strategic plan. The meeting agendas shall reflect and incorporate the key points of the strategic plan in order to provide the necessary strategic direction.

- 4.1.3. Establishing and Monitoring Policies:

The Board of Trustees is responsible for creating policies that govern the organisational activity of WALL. These shall include guidance for staff and/or volunteers, effective systems for reporting and monitoring and an ethical framework for all those connected with WALL, including a framework that relates to the conduct of the Board of Trustees and the business that it carries out.

- 4.1.4. Ensuring Compliance with the Governing Document:

The Board of Trustees is responsible for ensuring that the Memorandum and Articles of Association are adhered to, that it adheres to Charity and Companies House law and that the Memorandum and Articles of Association are reviewed on a regular basis and in particular, the activities of WALL.

- 4.1.5. Ensuring Accountability:

The Board of Trustees is responsible for ensuring that WALL fulfils its accountability (as required by law or any other regulatory regime) to, and including:

The Charity Commission, HM Revenue and Customs and the Registrar of Companies.

This includes publishing annual reports and accounts.

4.1.6. Ensuring Compliance with the Law:

The Board of Trustees is responsible for ensuring with the support from the CEO and appropriate professional advisors; WALL complies with all legal, regulatory and statutory requirements.

4.1.7. Maintaining Proper Fiscal Oversight:

The Trustees are the guardians of all the assets of WALL, both tangible and intangible, and therefore must take all due care over their security, deployment and proper application. The Board of Trustees is responsible for effectively managing WALL's resources and funding in order that WALL may meet its charitable objects.

The Board of Trustees together with the CEO is responsible for:

- (i) Securing sufficient resources to fulfil the mission,
- (ii) Monitoring spending in order that it is in the best interests of WALL
- (iii) Approving the annual financial statement and budget
- (iv) Protecting impact against liability by providing insurance
- (v) Seeking to manage risk for WALL and ensuring compliance with the law.

4.1.8. Respecting the Role of Staff/Volunteers/Members:

The Board of Trustees is responsible for recognising and respecting the roles, duties and functions of the staff and/or volunteers/members. It is also responsible for the effective delegation to staff and/or volunteers through the Chief Executive and for creating policies to guide the activities of staff and/or volunteers and to safeguard the interests of WALL at all times.

4.1.9. Maintaining Effective Board Performance:

The Board of Trustees is responsible for engaging in effective deliberation and decision making, creating strategic plans and policies and then delegating to effective committees with adequate resources, and regularly reviewing its role. The Board of Trustees shall invest in its own development through activities such as induction programmes, board away days and pre-board meeting activities which are all aimed at enhancing its performance. The Board of Trustees is also responsible for overseeing the recruitment and ongoing support of the Trustees.

4.1.10. Promoting WALL:

Through the behaviour of the Trustees, their governance oversight and the activities carried out by them on behalf of WALL, the Board of Trustees is responsible for enhancing and protecting the reputation of WALL.

4.1.11. Selecting and Supporting the Chief Executive:

Where necessary, the Board of Trustees shall create, adopt and implement policies, procedures and practices that relate to the employment of the Chief Executive. It is also responsible for selecting and supporting the Chief Executive and reviewing their performance.

5. Proceedings

The proceedings of the Board of Trustees will be conducted in accordance with the Memorandum & Articles of Association.

Appendix 2: Role Profile for Trustees of WALL

Accountable to: The Chair and the Board of Trustees and key stakeholders for the Board's decisions, the performance of the Board and the performance of WALL.

Overall purpose: The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and the financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing documents, legal and regulatory guidance.

Key responsibilities:

1. Formulate and review regularly WALL's vision, values and long-term strategy as well as policies for its fulfilment.
2. Set and agree targets and evaluate performance against them.
3. Ensure the effective administration of the charity and its assets in the interest of current, potential and future beneficiaries and the proper investment of WALL's funds.
4. Ensure a fully effective and appropriate system for the recruitment, appointment and evaluation of the work and activities of the Chief Executive and, where applicable, other members of the Senior Management Team and to support the Chair in their direction of the Chief Executive.
5. Understand and accept the legal duties, responsibilities and liabilities of trusteeship whilst ensuring that WALL complies with all regulatory and statutory requirements.
6. Ensure an effective and appropriate system of risk management.

7. Maintain sound financial management and control of the charity's resources to ensure the financial stability of WALL.
8. Be familiar and ensure compliance with, and keep under regular review the governing documents of WALL, ensuring an effective and transparent system of governance and that the charity pursues its objects as defined in its governing documents.
9. To promote the reputation and values of the organisation and ensure the charity is delivering public benefit as defined in its charitable objects.
10. Ensure that WALL manages and continues to develop its external relations, raising its profile, and supporting the growth of its work accordingly.
11. Attend the majority of Board meetings, scrutinise the board papers, challenge management on their content, contribute to the board discussion.

Other duties:

In addition to the above responsibilities, each trustee should use any specific skills, knowledge and experience which they have to help the Board of Trustees. This may involve:

- Liaising with the Chief Executive and members of staff as appropriate
- Acting as an ambassador for WALL, using and developing contacts and personal networks
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Time Commitment Required:

Attendance at quarterly Board meetings: 2 – 3 hours.

Attendance at Annual Away Day.

Other events as and when required.

Appendix 1: Application Form



Women's Aid Leicestershire Ltd
PO Box 26
Leicester LE1 1AA

Tel: 0116 283 2225
Fax: 0116 244 1496
Email: admin@wallaction.org.uk

BOARD OF TRUSTEES APPLICATION FORM

1. PERSONAL DETAILS

Surname: _____

Fore name/s: _____

Address: _____

Telephone (Home): _____ Mobile: _____

Email: _____

2. REFEREES

Please give the name and contact details of two referees (referees will not be contacted without your prior consent)

Referee 1

Name: _____

Telephone: _____

Email: _____

In what capacity, and for what period of time, has this individual known you?

Referee 2

Name _____

Telephone: _____

Email: _____

In what capacity, and for what period of time, has this individual known you?

3. CURRICULUM VITAE

Please tick if your CV is attached and state how many pages:

Yes No Number of Pages: _____

Please also ensure that your personal information documented on your CV is concurrent with your details on the Board of Trustees Application form.

4. DECLARATION OF ELIGIBILITY TO BECOME A CHARITY TRUSTEE

I declare that I am not disqualified from acting as a charity trustee and that:
(please tick to confirm and agree each statement below)

I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983.

I do not have an unspent conviction relating to any offence involving deception or dishonesty.

I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors.

I am not subject to a disqualification order under the Company Trustees.

Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986.

I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.

I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

I am not disqualified under the Protection of Vulnerable Adults List.

Signed: _____

Date: _____

5. SUPPORTING STATEMENT

Please explain how you believe your skills, knowledge and experience match the requirements of the role, directly addressing the criteria in the Person Specification relevant to the role you are interested in.

I declare the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately disclose any changes in circumstances that affect the answers I have given.

Signed : _____

Date: _____

Completed Application Forms to be marked Private and Confidential and returned by the closing date to:

Email: admin@wallaction.org.uk, or

Post: FAO Sophie McGoff, PO Box 26, Leicester,

Equal Opportunities Monitoring Form

In accordance with its Equal Opportunities Statement, WALL provides equal opportunities to all employees and job applicants and does not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital or civil partnership status, disability, sexual orientation, gender reassignment, religion or age.

In order to enable the Women's Aid to ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by Women's Aid for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately if you wish.

Please retain this sheet for your records.

EQUAL OPPORTUNITIES MONITORING FORM

Name: _____

Post Title: _____

Gender

Male

Female

Prefer not to say

Marital Status

Married

In a civil partnership

Single

Other (please specify) _____

Prefer not to say

Age Band

Under 18

18 - 29

30 - 39

40 - 49

50 - 59

60 - 65

Over 65

Prefer not to say

Sexual Orientation

Heterosexual

Homosexual

Bisexual

Transsexual

Undergone gender reassignment

Prefer not to say

Disabilities

None Physical Mental disability
disability

Prefer not to say

Race/Nationality/Ethnic

OriginWhite

English Scottish Welsh
Irish British
Other White background (please specify) _____

Mixed

White and Black White and
CaribbeanWhite and Black Black African
British White and
Asian
Other Mixed background (please specify) _____

Asian

Indian Pakistani Bangladeshi British
Other Asian background (please specify) _____

Black

Caribbean African British
Other Black background (please specify) _____

Chinese

Other ethnic group (please specify) _____

Prefer not to say

Religion

Christian Catholic Jewish Sikh
Muslim Hindu Buddhist Rastafarian
None Other religion (please specify) _____

Prefer not to say

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the organization processing the data supplied on this form for the purposes of equal opportunities monitoring.

Signature: _____

Date: _____