

## Message from the Chair of Trustees and Chief Executive

The last few years have brought significant growth and change at Respect and across the domestic abuse sector. We have seen a new Domestic Abuse Act in England and Wales that includes a commitment to a cross government perpetrator strategy and there is an increased focus on, and funding for, perpetrator work. Interest in our work on young people who cause harm is also growing and we are planning to expand our work in relation to male victims too.

We are very proud of the difference we have made over the last 21 years, tirelessly ensuring that perpetrators are held to account; putting survivors at the heart of our work; changing systems to ensure they are fit for purpose and working to bring about social change so that our whole society strives to end domestic abuse.

We are reviewing and adapting how we function as an organisation, having grown from small (less than £1m) to medium sized (nearly £3m) in just a few years.

We are reviewing our Equality, Diversity and Inclusion (EDI) policies and processes, and over the last 18 months we've made a commitment to becoming an actively anti-racist organisation. This is an ongoing process of transformation across all areas of our activity and including all members of staff and trustees.

We have a strong Trustee Board and Senior Leadership Team who work well together and we are looking to recruit a new Treasurer and 2 trustees who can support with our programme of change and growth, help us deliver our ambitious strategic objectives, and provide guidance as we navigate these unprecedented times.

We are committed to continuing to increase diversity among our trustees and bring new expertise into the Board, so that we can drive sustainable growth, effectively meet the needs of our diverse service users and make real in-roads to putting an end to domestic abuse.

No previous board or non-executive experience is required – we want to make the Board more accessible to people from a wide range of backgrounds and across all protected characteristics. We particularly welcome applications from men, those with a disability and those from Black and minoritised communities.

Thank you very much for your interest in Respect. We hope you will enjoy finding out more about us and that you will feel inspired to join us.

Sarah Mullen & Jo Todd  
Chair of Trustees & Chief Executive

## Respect Treasurer Job Description

### Who we are looking for

Respect, a national domestic violence charity, is looking for a new Treasurer to join the board. We need an enthusiastic finance expert who can provide an overview of our financial sustainability, and can support and mentor the small finance team as they update and improve our financial monitoring and reporting systems.

Respect would like to encourage applications from individuals from a wide range of backgrounds and across all the protected characteristics. We would particularly welcome applications from under-represented groups on the board:

- individuals with a disability
- individuals from black and minoritised communities
- men

We would also welcome and support applications from those who have personal experience of domestic violence or abuse.

Full support, induction and reasonable expenses will be provided to all new trustees.

### About us

Respect is a pioneering UK domestic abuse organisation leading the development of safe, effective work with perpetrators, male victims and young people using violence in their close relationships. Respect supports frontline organisations across the UK, so that together we can end domestic abuse.

Respect was created in the year 2000 when a group of practitioners working with perpetrators of domestic violence came together to form a membership organisation. The aim was to create a national voice for work with perpetrators and to champion the importance of ensuring practice was effective and safe.

Today Respect is a thriving national charity with an income of almost £3m per year and 40+ staff. We are determined to ensure all perpetrators of domestic abuse are held accountable, by offering them a chance to change and but stopping them from causing harm. We also provide advice and support for male victims of domestic violence; and develop services for young people using violence in close relationships.

Respect's work is wide ranging: we campaign and lobby influencers to improve policy and practice and to ensure that perpetrators are held to account; we offer accreditation to ensure specialist Domestic Violence Prevention Programmes are safe and effective; we provide training and events for individuals and organisations working in the sector; we operate the Respect helpline for perpetrators to help them de-escalate situations in the moment and point them to longer-term help, and the Men's advice line for male victims of domestic violence; we support up-to-date

research undertaken by specialists in the field; use our expertise and influence to help shape govt legislation and policy and we fundraise to ensure important work continues to happen. We have a number of strategic partnerships with the public sector and other organisations working in the field to develop innovative, multi-agency and community-based interventions.

Momentum has been building for a step change in tackling domestic abuse, and attitudes are changing, we have seen an increased public response to violence against women and girls and now is the time to work to ensure all those who experience domestic abuse are recognised, perpetrators held to account and offered the right services at the right time. The need to intervene pro-actively with perpetrators is finally being properly recognised, and is reflected in the Domestic Abuse Act which reached Royal Assent in April this year.

The last few years have brought significant growth and change at Respect and across the domestic abuse sector. Last year Respect, with our Drive partners<sup>1</sup>, led a [Call to Action](#) signed by over 70 organisations, which successfully persuaded the government to commit to a perpetrator strategy in the new Domestic Abuse Act. With our partners we are now calling for the government to ensure that this perpetrator strategy is comprehensive, cross-departmental and multi-agency with sustainable funding to support its delivery. Despite these successes, there is still so much more to do.

## Our Vision

Our vision is to end domestic abuse by creating:

- Change for individuals
- Systems change
- Social change

With survivors at the heart of every decision and action we take.

## Our Values

Respect has recently agreed a new set of **values** that reflect our culture and approach, and that we intend will underpin everything we do. They are:

### Pioneering

We explore innovative ideas and develop new approaches with curiosity and rigour.

### Collaborative

We work in partnership with others who share our values to bring about individual, systems and societal change.

### Accountable

We listen to survivors and centre their needs in our work. We hold perpetrators to account for their behaviour and hold ourselves and our members accountable for ours.

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<sup>1</sup> SafeLives and Social Finance

## Key duties

The Treasurer's key duties are to:

- Maintain an overview of Respect's financial affairs and financial reporting
- Ensure that Respect is taking appropriate action to support its financial viability
- Ensure that proper financial records, processes and procedures are maintained by management
- Provide guidance to the Finance team and oversight of a financial change project
- Chair the Sustainability subgroup of the Trustee Board and provide advice on the financial affairs to the Board, ensuring that the board has the information it needs to make decisions in a timely and understandable manner

Respect has gone through a significant period of growth and as a result we are a much larger charity. We need to develop our financial systems and processes so that we 'keep the pace' with our growth to ensure we can manage our finances confidently and pro-actively. This will be led by a new Head of Finance, reporting to the Operations Director. We would expect the Treasurer to play a part in over-seeing and guiding the implementation of these changes, and this will require the post holder to develop a sound understanding of the organisation's finances and to work closely with the Finance team (Head of Finance, Finance Officer and Operations Director).

## The Treasurer is responsible for:

- Oversight of Respect budgets, accounts and financial statements, for Board approval. Including responsibilities for:
  - Overseeing the governance of the accounts and financial statement preparation and disclosure to relevant stakeholders (for example statutory bodies and funders)
  - ensuring robust accounting controls and procedures are in place
  - overseeing the governance of the budget, reforecast and quarterly management accounts for operational management of the finances
  - If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Review and advise on the financial implications of Respect's strategic plans and contribute to the fundraising strategy of Respect

- Governance of financial resources of Respect, providing assurance to the Board that they meet present and future needs. Including governance for:
  - Reserves and reserves policy
  - Investment activities & policies
  - Compliance with legislation and ensuring no conflicts with the Charity's aims and objects
  - Equipment and assets
- Board representation and advice on financial matters:
  - Oversight and presentation of financial board papers;
  - Ensuring Board of Trustees are informed about its financial duties and responsibilities;
  - Formal presentation of the accounts at the annual general meeting and drawing attention to key points.
- Sitting on appraisal, recruitment and disciplinary panels as required.

## Key duties of Trustees

As a Trustee you will have the opportunity to shape the future of a unique charity and work with other trustees and the staff team, and ultimately, help us reach our goal of ending domestic violence.

In practice the day to day running of the organisation is delegated to the Chief Executive (CE) and her team of senior leaders (SLT). The CE and SLT also develop Respect's strategic objectives, plans and budget, for the approval of the board.

The statutory duties of a trustee are to:

- Ensure that Respect complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that Respect pursues its mission, as defined by the objects in its governing document
- Ensure Respect uses its resources exclusively for the delivery of its mission (the charity must not spend money on activities which are not included in its objects, no matter how worthwhile or charitable those activities are)
- Contribute actively to the Board in giving firm strategic direction to Respect, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of Respect
- Ensure the effective and efficient administration of Respect
- Ensure the financial stability of Respect
- Protect and manage the assets of the charity and ensure the proper investment of the charity's funds
- Appoint the CEO and monitor their performance

## Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Supporting or mentoring staff
- Other issues in which the trustee has special expertise

## Treasurer Person Specification

You will have:

- Appropriate accountancy qualifications and financial management experience
- Ideally some knowledge or experience of charity finance and fundraising
- The skills to analyse proposals and examine and report their financial consequences
- Preparedness to make unpopular recommendations to the Board of Trustees
- Willingness to be available to staff for mentoring, advice and guidance

In addition, as a trustee you must have:

- Commitment to, and willingness to work in accordance with, Respect's values and standards and the Nolan's seven principles of public life as outlined in the Trustee Code of Conduct: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Willingness and ability to devote the necessary time and effort to meet the duties and responsibilities of the post
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Good communication and interpersonal skills
- Ability to speak your mind with tact and diplomacy
- Ability to work effectively as a member of a team
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

## Time Commitment

We are looking for a Treasurer who is able and willing to commit to a period of at least 3 years as a trustee.

The Treasurer is expected to prepare for and attend 4 Board meetings a year, (usually a weekday 2-6pm), chair our Sustainability subgroup meetings, of at least 4 per annum, including a pre-meeting with the Operations Director and Head of Finance to agree the agenda (usually by video-conference or equivalent, lasting 1.5 hours each) and attend an away day (once a year) which are all planned well in advance. You will also need to be available to meet with and give advice to the Chair, CEO and other members of the senior leadership team, though this would usually be done by video-conference. You will also need to have the time to liaise with other trustees and stakeholders, and also the external auditors, as needed.

Attendance at one or two Respect Events per year is also encouraged.

In total the time commitment is expected to average at 2 days per month.