**Board of Trustees**

**Application Pack**

**2024**

Hello,

We are delighted that you are considering a role with Dumfries & Galloway Rape Crisis & Sexual Abuse Support Centre (DGRC&SASC) as a member of the Board of Trustees.

If you decide to apply and become involved you will have the opportunity to help guide this essential service as it develops in new directions as a centre of excellence in supporting survivors of sexual violence in Dumfries and Galloway.

This pack is designed to give you a better idea about what a role on our Board of Trustees will entail and some background information about the service, however please don’t hesitate to contact one of our Centre Managers, Claire Torrance or Jill Osborne on 01387 253113 if you would like any further information.

You can complete your application online and return by e-mail to lynn@rape-crisis.org.uk or alternatively you can return your application by post to Lynn McMurchie, Board Secretary, C/o DGRC&SASC, 7 Church Crescent Dumfries.

We look forward to hearing from you soon.

**DGRC&SASC Board of Trustees**

Only women need apply under Schedule 9, Part 1 of the Equality Act 2010

**DGRC&SASC provides emotional and practical support to people over age 12 years who have been affected by any form of sexual violence and abuse or exploitation.**

**Our Values**

Our values of Feminism, Human Rights and Equality underpin our work with service users, staff, Trustees and partner agencies. We aim to ensure that all survivors receive a consistent and high-quality response from our service and those of our Rape Crisis network partners.

*(Ethos* ***and Values*** *(Rape Crisis Scotland**– Summary of Best practice model 2013)*

Our principle belief is that perpetrators of sexual violence are responsible for their actions – not the survivors of this violence. We recognize that all forms of sexual abuse are acts of violence, involving the abuse of power and control, a breach of human rights and are rooted in structural gender inequality and sexism.

**Understanding sexual and domestic violence and its impact**

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| **‘Global estimates published by the World Health Organisation in 2021 indicate that around 1 in 3 women worldwide have experienced either physical and/or sexual intimate partner violence or non-partner sexual violence in their lifetime’ (Rape Crisis Scotland)** |

Gender-Based Violence

Gender-based violence encompasses the wide spectrum of violence and abuse perpetrated against women and girls i.e. domestic abuse, rape and sexual assault, childhood sexual abuse, sexual harassment, stalking, commercial sexual exploitation, sex- trafficking and harmful traditional practices such as female genital mutilation (FGM), forced marriage and so-called ‘honour’ crimes.

*(Responding to Gender-based Violence in Scotland: Final Report Nov 2009)*

**BOARD OF TRUSTEES ROLE**

**Responsible to:** DGRC&SASC

DGRC&SASC work is split into governance, management and operational functions.

**Governance**

Definition: the function carried out by the governing body [‘**The Trustees’**], having responsibility for decision-making in the areas of overall direction, policy, legal and financial probity, and employment.

**Operational**

Definition: The work of the organisation as it relates to the service users and beneficiaries, and usually carried out by staff and volunteers, Members of the governing body may – in small organisations- also contribute to the operational duties as operational volunteers or sub-group members.

**Management**

Definition: delegation of decision-making to senior staff or sub-groups, with the function of setting and monitoring the work of the staff: where actions and decisions are within policy frameworks agreed by the board. This function is, therefore, the inter-face between the 2 other levels.

**Purpose**

The role of the Board is to safeguard and promote the values and mission of the Centre, to determine the strategy and structure of the Centre, to ensure the Centre operates in an effective, responsible and accountable manner and to ensure the effective functioning of the board.

**The following information is from the Ensuring Good Governance Rape Crisis Scotland – Information pack**

The responsibility of the board trustees:

**To safeguard and promote the values and mission of the Centre**

* To understand, be committed to, and promote the aims and strategic objectives of the Centre and its core values as set out in the strategic plan
* To ensure the Centre acts at all times in line with its governing document, charity and company law (if appropriate) and all other relevant legislation
* To ensure organisational practices comply with Centre’s values, strategic objectives and its governing documents

**To determine the strategy and structure of the Centre**

* To work with staff to produce a strategic plan that meets the organisation’s agreed aims and intended outcomes
* To monitor, review and update the strategic plan to ensure it is fit for purpose
* To ensure the Centre has an appropriate structure in terms of governance, management and operation to meet its agreed aims and objectives
* To work with staff to develop a business plan which sets out a programme of activities that deliver the organisation’s strategic objectives
* To set and approve budgets to achieve the objectives established in the business plan and regularly monitor performance

**To ensure the Centre operates in an effective, responsible and accountable manner**

* To identify, establish, review and date policies and procedures required by law and to implement good organisational management and employment practices
* To ensure equality is main streamed within all Centre policies and practice
* To ensure the Centre is financially stable, and manages and accounts for its finances, assets and other resources efficiently in accordance with accounting and legal requirements
* To ensure the Managers are supervised, supported, and monitored
* To ensure paid workers and volunteer staff are inducted, supervised, supported, and monitored
* To consider carefully all information, advice, and reports presented, and request further information, including legal or specialist advice, where necessary
* To maintain and review the Centre’s system of delegated responsibility, internal controls, financial controls and performance reporting
* To ensure the accountability of the organisation as required by law to OSCR, the Inland Revenue, the Registrar of Companies, members, funders, and the public at large

**To ensure the effective functioning of the board**

* To work constructively with other board members to ensure they are an effective body acting in the interests of the Centre
* To specify in role descriptions the particular responsibilities and powers delegated to particular posts (e.g. Chair, Treasurer) or to any sub-group
* To recruit a board that reflects the membership and wider community that the Centre serves, and provides the range of skills and experience that the Centre requires to fulfil its objectives
* To take part in induction and other training identified by the board and/or manager
* To review and develop policies and procedures that determine the conduct of the board and its meetings
* To ensure conflicts of interest are declared and handled in accordance with policy
* To prepare for and attend board meetings and contribute to discussions and decision-making
* To keep informed of issues which affect the Centre, and promote the Centre externally as agreed with the board
* To participate in tasks as required over and above board meetings

**The Centre will support board members by providing**

* Induction, training, and opportunities for development for example feminist governance training, financial training
* Regular, accurate and relevant information on all aspects of the organisation
* Encouragement to question decisions and disagree in a constructive manner
* Access to support and guidance to become more effective
* Leadership opportunities in roles for example, convening sub groups or office bearers

**Board of Trustees Estimated Time Commitment**

Trustees will be expected to attend bi-monthly board meetings. The time commitment will include the two hour meeting and extra time for preparation e.g. reading documents and reports in advance of the meeting.

Trustees may also be expected to attend ad hoc meetings that may include but is not limited to: responding to staff meeting requests, attending finance/budget meetings and focus group sessions on pertinent issues as they arise and require to be dealt with.

Other ad hoc duties such as recruitment and personnel issues may require occasional extra commitment.

In total trustees who are not office bearers will commit to approximately 5 hours per month. Office bearers may have up to 10-12 hours per month.

**Expenses**

DGRC&SASC offers reasonable travel, childcare, dependent care costs and other relevant out of pocket expenses.

**THE CENTRE**

Dumfries & Galloway Rape Crisis and Sexual Abuse Support Centre offers free, confidential support for anyone over age 12 years who has been raped, sexually abused or sexually exploited at any time in their lives.

The organisation became a company limited by guarantee in 2011

Core funding is provided by the Rape Crisis Specific Fund which is part of the Scottish Government Equalities Budget. The Advocacy Project and the education focussed Sexual Violence Prevention Project are funded via time limited funding administered by Rape Crisis Scotland. Dumfries & Galloway Local Authority provide additional grant funding for core services: as of 1st April 2018 the monitoring of this funding falls under the remit of the Integrated Joint Board for Health & Social Care Dumfries & Galloway.

The Centre is affiliated with the Rape Crisis Scotland National Office and is a member of the Scottish Rape Crisis Network.

DGRC&SASC works to achieve the outcomes of Equally Safe: Scotland's strategy to prevent and eradicate violence against women and girls. Practice is informed by NHS Education for Scotland’s Transforming Psychological Trauma: A Knowledge and Skills Framework for the Scottish Workforce and support is delivered using a personal outcomes empowerment approach.

**Organisational Structure**

The Board of Trustees are volunteers. The Board of Trustees have full responsibility for the financial, legal and personnel matters of the Centre.

**Staff**

DGRC&SASC currently has the following staffing structure: 2 x Centre Managers; Full time Rape Crisis Support Worker; Criminal Justice Support & Advocacy Worker; Sexual Violence Prevention Worker, Support & Development Worker and Initial Contact Support Co-ordinator.

Recruitment for additional support workers dependent on funding; volunteering strategy development forms part of our strategic vision.

**What the centre offers:**

* One to one support, telephone support, support by letter or e-mail
* Telephone support to family, friends and partners of survivors via our helpline
* Support and information to workers from any agency supporting survivors
* Leaflet packs
* Outreach support service for survivors living in rural Dumfries and Galloway
* Educational Intervention project in formal and informal educational settings
* Advocacy service for survivors involved in police or legal processes

**Safety, security and dignity**

DGRC&SASC prioritises the safety, security and dignity of survivors, staff and Trustees.

**Diversity**

We respect the diversity of survivors, staff and Trustees and positively engage in anti-discriminatory practice in order to uphold this.

**Integrity**

Our policies and practice are based on a gendered analysis and an understanding of sexual violence and VAW as a continuum. DGRC&SASC considers that encompasses the gendered analysis as it affects men and boys too.

**Ways of Working:**

* We are here to listen
* We are here to support and empower survivors to safely explore what they are feeling
* We are here to help survivors identify their options
* We are here to discuss steps with survivors
* We are here to help survivors discover their own strength
* We are here to provide information and support on how to access other services, including but not restricted to health services and support through the criminal justice system should a survivor choose to report to the police

**Confidentiality**

We understand the importance of the survivor’s right to confidentiality and will ensure all survivors are fully informed of the boundaries of confidentiality within our services. This will include data protection protocols as mandated by The General Data Protection Regulations 2018.

**Partnership Working**

We are committed to working collaboratively and in partnership with key agencies in order to achieve real and profound change. We are active members within a number of national and local strategic fora and work closely with Dumfries & Galloway Council’s Violence against Women & Girls Partnership in delivering the outcomes for Equally Safe: Scotland’s strategy for eradicating violence against women and girls.

**Quality Assurance.**

DGRC&SASC is committed to working within the Rape Crisis Scotland National Service Standards to provide a professional service.

**Ending sexual abuse and exploitation**

Everyone should and must be able to live lives free from the threat and effects of sexual abuse. We believe we can help to make that happen.

**Geographical Area**

Dumfries and Galloway is a mostly rural region in south-west Scotland. It covers 6,426 square kilometres (2,481 square miles), with a population of approximately 150,800 people. (Source: National Records of Scotland {NRS})



DGRC&SASC – Board of Trustees Application Form

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| Name |

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| Address  |

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| Postcode  |

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| Mobile |

Where did you find out about this opportunity to join DGRC&SASC Board?

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Please answer the following questions as fully as you are able. (Please continue on another sheet if necessary)

1. What attracts you to becoming part of DGRC&SASC’s Board of Trustees?

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2. What skills or qualities will you bring to DGRC&SASC’s Board of Trustees?

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3. How do you feel you will benefit from being a Trustee on our Board? E.g. career development, work experience, meeting people etc...

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4. Please state your beliefs and views on;

i) Pornography

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ii) Prostitution

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iii) Abortion

iv) Sexuality

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v) Feminism

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5. What are your fears or concerns about joining DGRC&SASC’s Board?

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6. References: Please note these can be character references. We may contact referees prior to interview unless otherwise requested.

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| Referee name: |
| Address: |
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| Relationship to applicant: |

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| Referee name: |
| Address: |
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| Relationship to applicant: |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact if you have any questions about any part of this application.

Please return completed application form to:

lynn@rape-crisis.org.uk

 Or

Lynn McMurchie, Board Secretary

C/O Dumfries & Galloway Rape Crisis & Sexual Abuse Support Centre

7 Church Crescent Dumfries DG1 1DF

Thank you.