

At Refuge, we believe that no-one should have to live in fear of violence and abuse, and we help empower survivors and children to rebuild their lives, free from violence and fear. We **provide** high-quality services for those who have experienced violence; **protect** survivors by advocating for a strong criminal justice response to perpetrators; and **prevent** future violence through education, training and awareness-raising.

### **The role**

Trustees oversee Refuge's governance, compliance, strategy and planning, and are also Company Directors. We advise and support the executive team, enabling them to achieve our aims as effectively as possible. Our watchwords are openness, inclusion, challenge and support in equal measure, and we bring a range of different experiences, professional backgrounds and skillsets to this vital work.

We would like particularly to encourage interest from individuals with knowledge and expertise of crime / law enforcement; treasury / accountancy; social / community services; operational experience (including complex multi-site / multi-service (distribution) experience); or the use of technology / digital tools in service provision.

### **Core tasks and responsibilities of trustees:**

#### **Governance**

- Ensure that Refuge has a clear vision and strategic direction and is focused on carrying out its purpose for public benefit
- Delegate authority to the CEO within the terms of the strategic plan and approved key performance indicators
- Appoint and remove the CEO and to establish a means of monitoring, supporting and holding them to account for the delegated functions

#### **Compliance**

- Ensure that Refuge complies with its governing documents, legal and regulatory requirements, taking final responsibility (as per the Memorandum of Association) for the charity's overall activity

#### **Judgement**

- Make balanced, informed decisions, being prepared to question and challenge when necessary, and thereby helping to maintain a balanced, constructive relationship between the board and the executive

#### **Resource management**

- Secure and manage the resources that Refuge needs
- Ensure resources are deployed effectively
- Ensure that Refuge's plans and budgets are in keeping with its aims
- Approve such budgets to ensure Refuge is managing cash flows and reserves prudently

#### **Accountability**

- Ensure that Refuge's governance is of the highest possible standard, acting with all due care and skill and managing all risks – financial, reputational and others – efficiently and effectively
- Adhere to our Code of Conduct (based on the NCVO Code of Conduct) in all matters

# **JOB DESCRIPTION & PERSON SPECIFICATION**

## **Board Trustee**

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### **Engagement**

- Monitor Refuge's operating environment, addressing emerging issues that may impact on its strategy, planning or reputation with key stakeholders; ensuring that Refuge retains its ethos, values and standards and offering advice to the CEO and board on areas of personal experience and expertise
- Trustees may – on occasion, and with prior agreement – be asked to advise staff on issues pertaining to their particular areas of expertise, or introduce staff to their contacts / network.

### **Commitment and Remuneration**

- Depending on when an appointment is made relative to our AGM cycle, appointments will usually be made on an initial three-year basis (renewal may be tabled at the 3<sup>rd</sup> AGM following appointment)
- Trustees will be expected to demonstrate commitment to the role and the organisation, and are asked to give a minimum of 3 hours per month to Refuge
- In 2021 the board of trustees will meet formally four times a year, plus one away day. In addition, trustees are required to attend occasional evening events or meetings
- Trustees work on a pro bono basis. All reasonable travel expenses will be reimbursed