

Adavu



Small Steps | Transforming Lives



Trustee Candidate Pack



Reach
TrusteeWorks

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Letter from the Chair

Thank you for your interest in serving as honorary treasurer for Adavu.

Adavu is a small cutting-edge charity tackling modern slavery in the West Midlands region and serving the needs of survivors of modern slavery.

The charity has a small, passionate staff offering support and signposting people to the services they need in ways that honour their dignity and help them rebuild their lives.

The charity began as a project of the Birmingham Methodist District, and still retains links with it. It is now fully independent and intent on broadening the base of its support.

The staff team are supported by a board of trustees who are committed to the aims of the project and who bring a variety of skills and experience. We are looking for someone with financial skills and a similar commitment to the needs of our clients, who can act as our treasurer. We look forward to welcoming someone who would be happy to work as part of our dedicated team.

Ian Howarth

Chair of trustees

About Us

Modern Slavery is a complex, global crime. It impacts every aspect of a victim's life; not just their physical freedom. The survivors we support face financial, legal and emotional challenges alongside recovery from the physical effects of being exploited.

Freedom from slavery is just one of many steps a survivor needs to take on their journey to a new life.

Adult survivors of human trafficking are particularly vulnerable to poverty, homelessness, or re-exploitation. As well as needing practical and financial resources, they often lack supportive relationships and the necessary confidence, knowledge and skills to be able to take the steps they need to access help.

This is where Adavu's Aftercare support service steps in.

Our Vision:

1. Working in partnership with other organisations and agencies, which is crucial to achieving our aims and will make our work even more effective.
2. Individuals empowered to learn and achieve new ways of rebuilding their lives post-exploitation.
3. Influencing, advocating and modelling best practice, in order to drive systemic change in tackling modern slavery and providing survivor support.



Role Description

About the Role

We are a small but highly impactful charity operating across the West Midlands, formed to respond to the issues of modern slavery through the long-term support of adult survivors. As a reflection of our growth and move to a charitable status, we are looking for an exceptional person to take on the role of Treasurer of the Board of trustees.

Role of the Treasurer trustee to the Board

Working alongside the Chair and existing Board as well the Senior Leadership team to maintain effective governance of the organisation's affairs. To ensure financial viability as well as undertaking that proper processes and procedures exist for assuring all financial records, delegations and decisions are maintained. We are ideally looking for a qualified Accountant and/or someone who has experience of charity finance and accounts to oversee and support the work of the Director and the financial/book-keeping services of an outsourced organisation.

Key Responsibilities

Strategic

- Advise on and assist with the formation of Charity Strategy with a particular oversight on advising on financial implications of the organisation's strategic plans and ensuring that Adavu has the resources to deliver on strategy.
- Advise and support on the implementation of the most efficient methods of managing the organisation's finances.

- Keep the Board informed about its financial responsibilities and duties, liaising with the Chair and Director to develop the financial understanding of the Board of trustees.

Financial

- Overseeing, approving and monitoring the financial standing of the charity and presenting financial reports (as provided by an outsourced organisation) to the Board regarding the organisation's financial resources.
- Overseeing the charity's financial risk-management process and reporting financial health to the Board of trustees at regular intervals.
- Taking a strategic view to financial planning whilst also ensuring compliance and control processes are in place.
- Being assured that the financial resources of the charity meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- Liaising with any paid staff, outsourced services and volunteers about financial matters. In particular, the Treasurer will work closely with the Director on the execution of their responsibilities and achieving their goals.
- Working with the Director to produce monthly management accounts.
- Monitor and record the appropriate spend of individual grants
- Contributing to the fundraising strategy of the charity.
- Sitting on appraisal, recruitment and disciplinary panels as required.

Governance

- Informing and supporting the Trustees to carry out their regulatory financial responsibilities and need to comply with all legislation.



Person Specification for Treasurer

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

- Be a qualified Accountant with demonstrable experience of the not-for-profit sector and/or someone who has experience of charity finance and accounts and pension schemes.
- Financial experience and business planning skills.
- Skills to analyse proposals and examine their financial consequences.
- A willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis.
- Be committed to the purpose, objects and values of the organisation.
- Be committed to understanding modern slavery and its impact on victims and survivors in a trauma-informed way.
- Be constructive about other trustees' opinions in discussions (and in response to staff members' contributions at meetings).
- Be able to act reasonably and responsibly when undertaking such duties and performing tasks.
- Be able to maintain confidentiality on sensitive and confidential information.
- Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly: Board meetings occur a minimum of 4 times per year. Specific sub-groups may be set up going forward, which trustees may be asked to attend where relevant and appropriate.
- Be able to analyse information and, when necessary, challenge constructively.
- Be able to make collective decisions and stand by them.
- Sensitivity towards people of all Christian traditions, those of other faiths, and those of no faith.

Terms of Appointment

- Trustees are appointed for a three year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses will be reimbursed in accordance with Adavu's trustee expense policy.

Time Commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at Adavu's offices, but arrangements can be made for trustees to attend remotely if necessary.
- Attending a monthly scheduled meeting with the Director with the flexibility to respond swiftly to the occasional ad hoc issue, online or in person.
- Attending training sessions as arranged.

Please note that all trustees are required to undertake a Disclosure and Barring Check and to provide evidence of, or willingness to undertake, training on unconscious bias and safeguarding.

The Board actively welcomes applicants with appropriate financial experience from diverse backgrounds, abilities and gender identities and also welcomes applications from people who have personal/lived experience of modern slavery and/or exploitation. We aim to create a positive working environment for all our volunteers and staff and we believe equity, diversity and inclusion are crucial to our effective governance.

Candidates must confirm that they are legally eligible to become a trustee. More information can be found [here](#).

How To Apply

The TrusteeWorks Team at Reach Volunteering are supporting Adavu with their trustee recruitment.

Applications should be made via TrusteeWorks in the first instance.

To apply please send your CV along with a cover letter explaining why you are interested in the role as well as the skills and experience you will bring to the Board. Applicants are also asked to provide the names, positions and contact details of two referees. References will be taken up directly by Adavu and only once your express permission has been granted.

The deadline for applications is the 12th of April 2024.

Appropriate candidates will then be invited to an interview attended by a panel of a minimum of 2 trustees. Final appointments will be ratified by the full trustee board.

Please send applications and enquiries to:
trusteeworks@reachvolunteering.org.uk

