

**Reducing  
the Risk**  
of Domestic Abuse



**Treasurer Recruitment Pack**

# Welcome

## Paul Richards, Chair



Welcome to Reducing the Risk of Domestic Abuse and thank you for your interest in the charity and becoming our Treasurer.

Reducing the Risk is a local Oxfordshire charity with national reach. We are committed to the safety and wellbeing of adults and children at risk through abuse.

Our extraordinary staff team work directly with victims and survivors. We support a network of volunteers and professionals from different services and communities across the county to work together to keep people vulnerable to abuse safe.

We have worked with over 3,500 victims of abuse at high risk since our inception in 2007 and currently support over 6,000 Domestic Abuse Champions in networks in Oxfordshire and beyond.

Two independent studies have provided evidence for the effectiveness of our community based services and partnership approach. We successfully adapted our services and business strategy to respond to increased demand and the changing financial climate during the pandemic.

Our first CEO has been in post 2 years and we now have the opportunity to build on our potential. It is the right time to invite a new ambitious Treasurer to ensure our financial stability and guide the charity to the next stage of our development.

We would be delighted to talk informally with anyone who is interested. Formal recruitment will include an interview and require references and a data and barring service check.

I am proud to be Chair of a charity which has strong values, a dedicated Board of Trustees and staff team, and a history of developing safe, effective services and forging new initiatives.

I have no hesitation in recommending the role to you as rewarding and with an important purpose.

*Paul Richards*



“ You stayed when no one else did ”

# Welcome from the Chief Executive

## Welcome to Reducing the Risk

I have been with the Reducing the Risk for 24 months and I am energised by the journey we are on. I am passionate about the work and the potential we have to see our work have a much greater reach and a larger impact.

We are a small team but with a track record of developing safe trusted services, outstanding training, and an innovative approach to partnership and multi-agency work. In addition to the expertise of the staff and the Board, our service users inform all we do.

We are an evidence based, research led and lived experience informed charity. This combination gives us a depth and breadth of knowledge that we are immensely proud of.

We believe in working locally to strengthen our community's capacity to safeguard and support victims of abuse and their children. However the local model we have developed, together with our training, has wider application - with regional, and potentially national impact.

We are now embarking on a new three year strategy which includes developing our community based work further, expanding our staff team and establishing our training service as a self-financing social enterprise. I am ambitious to enhance our services and increase our impact while sustaining our values.

I look forward to welcoming a new trustees and to working together to achieve this.

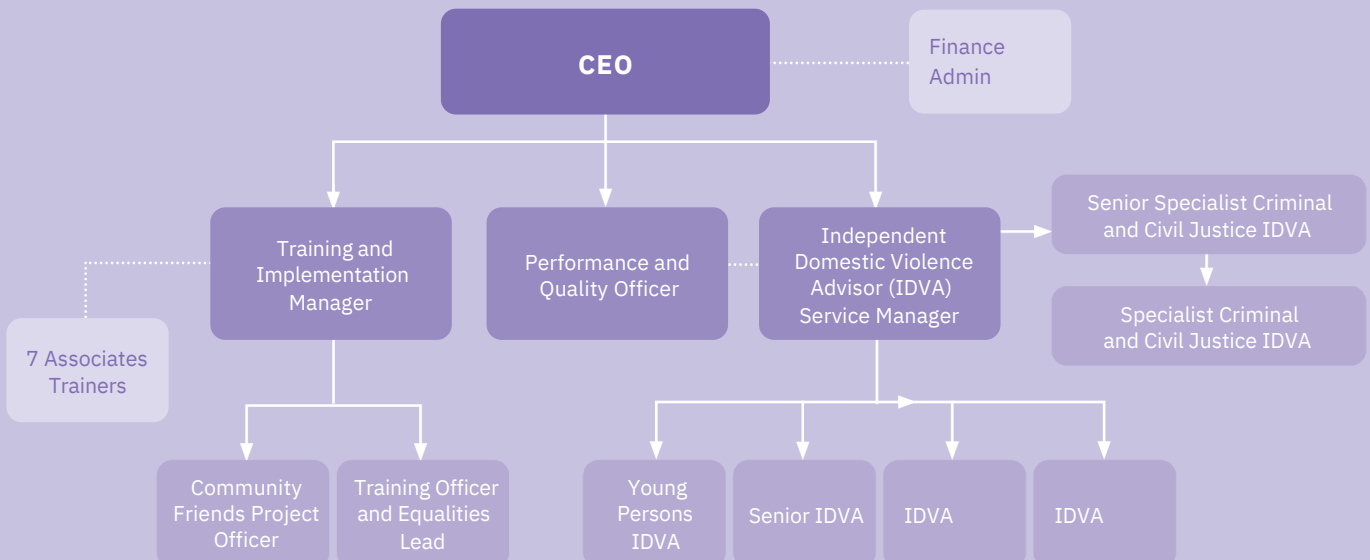
Dawn Hodson,  
CEO



**I'VE DONE A LOT OF DA TRAINING AND RTR'S IS UP THERE AS ONE OF THE BEST! THANK YOU!**

## Our staff team

We have a team of 12.



# Vision, aims and values of Reducing the Risk

**Our vision** is a community where the risk of domestic abuse starting, continuing, or escalating is minimised.

**Our aim** is to ensure the safety and wellbeing of adults and children at risk from domestic abuse and the empowerment of the professionals, volunteers, communities and organisations who support them.

## We aspire:

- ✦ to be a beacon charity - developing services which have both local and national impact
- ✦ to strengthen our community's capacity to keep victims of abuse safe such that no one at risk through abuse need leave their home unless they wish.

## Our values

### We aim to provide services which are:

- ✦ safe, reliable, trustworthy, confidential, effective and empowering
- ✦ delivered by experts and quality assured: with victims and survivors central to the development and evaluation of our work
- ✦ inclusive and flexible to respond sensitively to complex need
- ✦ local practice based - as key to building trust across services, enabling working together and an integrated strategy
- ✦ collaborative: working in partnership

### Three core principles inform our work and are key to the safety and well-being of victims/survivors of abuse:

- ✦ sustaining one-to-one specialised support for as long as needed
- ✦ coordinating multi-agency plans and actions through practitioners working together
- ✦ building supportive relationships based on trust through which survivors can be empowered to make life enhancing changes for themselves and their children.

## The importance of what we do

Domestic Abuse (coercive control) is prevalent but often hidden. The majority of victims, though by no means all, are women - with 1 in 4 experiencing abuse at some time in their lives. Victims can suffer both short term injury and long term health consequences. The psychological impact may be severe and long lasting, including Post Traumatic Stress Disorder.

Children in a home where there is domestic abuse are also victims, whether or not the abuse is aimed directly at them. It is likely to affect their emotional wellbeing, attainment and long term life chances. The younger the child the greater the risk. By intervening successfully we can prevent both immediate and future harm.

# Our services

**Our Independent Domestic Violence Advisor (IDVA)** service works with everyone in Oxfordshire identified as at high risk of significant harm. The team of 5 normally respond within a working day, ensure immediate safety, and then stay with our service users for as long as they need to build confidence and establish safe lives in the community for themselves and their children.

**IDVA Court Service** Attending court can be a traumatic experience in its own right. Our specialist IDVA supports victims of abuse through the criminal and civil courts: reassuring, providing advice, ensuring safety before during and after hearings, enabling victims' voices to be heard, and linking them with any other services they may need.

**Domestic Abuse Champions Service** The safety of victims of abuse and their children depends on services working closely together. We train, link and provide ongoing support for multi- agency networks of front line staff and volunteers across a range of services and communities as Domestic Abuse Champions. They act as a source of advice to colleagues in their agency and they liaise to share expertise, safety plan and enable victims to access the resources they need to establish safe lives in the community.

**Friends** Many victims, for a range of reasons, find it difficult to access help. Many are isolated and even more so in rural communities. We are working in local neighbourhoods, and with community groups such as the WI, carers, and churches. We are asking volunteers to join us to help build awareness – for example through activities and fundraising (see below). Also, for those who wish, we provide training so that they have the skills to safely support victims to access information and help. Friends are linked with their local Champions to forge pathways to support.

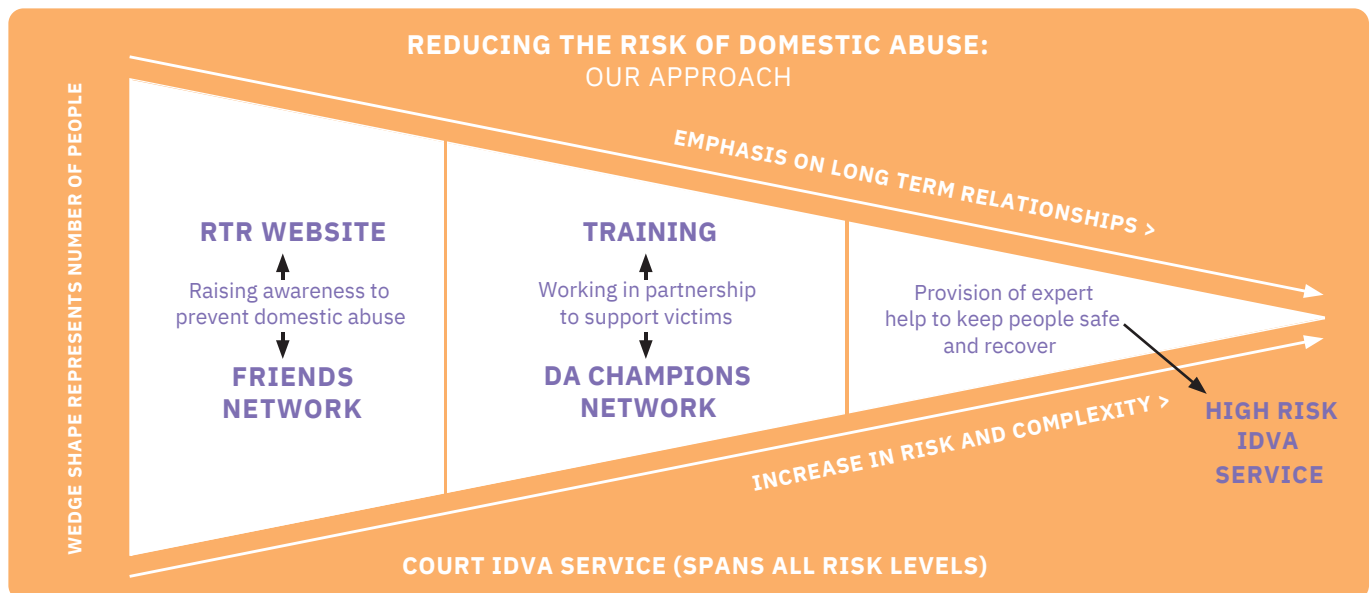
**Training and Consultancy Service** Our training and consultancy service supports the Champion Networks and provides training locally, regionally and nationally. The majority of our courses are dynamic and enable participants to explore how to apply the training safely to their own practice. In addition we offer on line 'power hours'. All our training is CPD accredited and evaluated.

Our most recent initiative, with the support of a mentor from the business community, is to develop work with local employers. Our staff team can also provide consultancy for practitioners on an individual or group basis, and organise webinars and conferences.

**Reducing the Risk Website and Resource Hub** Our website is designed to provide information for those affected by abuse, for families and for practitioners. [www.reducingtherisk.org.uk](http://www.reducingtherisk.org.uk).

We have developed a (we believe unique) on-line interactive resource hub for front line staff, and for local communities and volunteers.





## Financials and public reporting

The charity has grown from a turnover of c £450,000 to having revenue and expenditure in excess of £600,000 in the current financial year, with unrestricted reserves in excess of 3 months' expenditure. This is in part due to Oxfordshire's new commissioning of a high risk IDVA service which we successfully bid for and which will enable us to focus on other service developments and building our training income. We have also had strong support from local and national charitable trusts which we hope to sustain. The accounts and the charity's activities are reported together in the annual report and accounts can be found [here](#).

## Governance

The charity currently has a Board of 7 Trustees including a skilled and experienced Treasurer. We hold formal business meetings quarterly where we are collectively responsible for taking decisions about the work of the charity. We may also meet for themed discussions and for social gatherings with the staff.

### We delegate some specific responsibilities to three subgroups:

- ✦ Finance and Strategy – of which the Chair, Treasurer and CEO are standing members
- ✦ Quality Assurance and Service Development
- ✦ Communications

In addition individual Trustees take an interest in various aspects of the work of the charity.

We are able to call on the expertise of a pro bono group of advisors with expertise in HR, communications and marketing, business development, criminal justice and child protection.

Until 2022 the Trustees, in effect, managed the charity, and devoted almost all income to frontline services.

In 2022 we introduced the post of Chief Executive to provide the drive and capacity we needed to extend the work of the charity and to bring greater rigour to our governance.

In her first year in the role Dawn has gained the trust of the staff team, transformed our infrastructure, prepared for and won the new commissioning of a high risk IDVA service for Oxfordshire, and worked with staff and Trustees to develop a new three year strategy. We have had the support of the Lloyds Bank Foundation in transforming our governance and advising on the recruitment of a new Chair.

# Reimbursement

This is a voluntary position with reimbursement of agreed travel and out of pocket expenses

## Time commitment

- Estimated on average 1 day a month, with an expected increased time commitment at Year End and the Annual Return months
- Board meetings:
  - 4 board meetings a year
  - 4 committee meetings
- Meetings may be in person or online and timings are agreed by those involved

## Role of a Trustee

### The Role of a Charity Trustee: Key Responsibilities as Described by the Charity Commission

- **Ensure the Charity is Carrying Out its Purposes for the Public Benefit:** Charity trustees must make sure that the charity is operating in line with its stated objectives and providing public benefit. This involves regularly reviewing activities and outcomes to ensure alignment with the charity's mission.
- **Comply with the Charity's Governing Document and the Law:** Trustees must understand and adhere to the charity's governing document (its constitution, trust deed, or articles of association) and ensure compliance with all relevant laws and regulations. This includes filing annual returns and accounts with the Charity Commission.
- **Act in the Charity's Best Interests:** Trustees are required to make decisions that are in the best interests of the charity and its beneficiaries, avoiding conflicts of interest and personal gain. They must act independently and collectively to further the charity's objectives.
- **Manage the Charity's Resources Responsibly:** Trustees must ensure that the charity's assets are used effectively and managed prudently. This includes overseeing financial management, safeguarding assets, ensuring proper use of funds, and addressing financial risks.
- **Act with Reasonable Care and Skill:** Trustees are expected to use their knowledge and experience to make informed and balanced decisions. They should seek professional advice when necessary and continuously strive to improve their governance practices and understanding of their role and responsibilities.

The Trustees delegate areas of responsibility but, as they are ultimately responsible for directing the affairs of the charity, they ensure appropriate accountability to the Board.



CELEBRATING  
20 YEARS OF  
DOMESTIC ABUSE  
CHAMPION  
*Keeping the*

## Role and responsibilities of the Trustees

The trustees of Reducing the Risk, in common with the trustees of other charities, have collective responsibility for ensuring that the charity fulfils its charitable objects, developing a strategy to achieve this and ensuring that the resources of the charity and particularly its finances are used solely to meet its charitable outcomes.

### The trustees hold:

Ultimate responsibility collectively for directing the affairs of the charity. The Trustees may sometimes delegate: representational powers to an agent, specific and defined powers to committees (see the governing document) authority to staff to implement trustee decisions and day to day operational management.

They should ensure that the remit of the individuals and groups to whom authority is delegated is expressed clearly and reporting procedures established. The trustees may also set up working groups to review and make recommendations – but the decision as to whether to act on these lies collectively with the trustees.

### A duty of compliance.

Trustees must meet charity and other relevant law including employment law prepare reports, returns and accounts, work within the charity's governing document, be true to its charitable purposes, act with integrity avoid misuse of charity funds or assets avoid any personal conflicts of interest.

### A duty of prudence.

Trustees must use funds lawfully and reasonably in furtherance of the charities objects, avoid placing the charity's assets or reputation at undue risk, take special care in investing or borrowing funds, ensure the charity is solvent.

### A duty of care.

Trustees must use reasonable care and skill to ensure the charity is well run and efficient and consider getting external advice on all matters where there may be significant risk to the charity or risk of breach of their duties.

## Trustee Essential Criteria:

- **Commitment to the RtRs Mission:** A genuine passion for the charity's purpose and a commitment to promoting its values and objectives.
- **Governance Knowledge:** Understanding of governance responsibilities and the role of a trustee, including legal, financial, and fiduciary duties.
- **Strategic Vision:** Ability to contribute to strategic discussions and provide insight into the charity's long-term goals.
- **Financial Literacy:** Basic understanding of financial management and budgeting.
- **Integrity and Independence:** Ability to act impartially and in the best interests of the charity, avoiding conflicts of interest.

## Trustee Desirable Criteria:

- **Relevant Experience:** Previous experience as a trustee or in a governance role.
- **Professional Expertise:** Skills and knowledge in areas such as finance, law, fundraising, HR, or marketing.
- **Leadership Skills:** Experience in leadership or senior management roles.
- **Networking Abilities:** Strong networking skills and the ability to influence and engage stakeholders.
- **Communication Skills:** Excellent communication and interpersonal skills, with the ability to work effectively as part of a team.

## Other Requirements:

- **Time Commitment:** Willingness to dedicate sufficient time to the role, including attending board meetings, sub-committee meetings, and charity events.
- **Training and Development:** Commitment to attending RtR Champions training, Safeguarding and refreshers and professional development and participation in relevant training sessions.



# Role and responsibilities of the Treasurer

**Role Purpose:** The Treasurer plays a crucial role in maintaining the financial integrity of Reducing the Risk. This role involves overseeing the charity's financial affairs, ensuring financial viability, and ensuring that proper financial records and procedures are maintained. The Treasurer provides strategic financial guidance to the Board of Trustees and supports the charity's mission through sound financial management.

## Treasurer Key Responsibilities:

### 1. Financial Oversight and Strategy:

- Monitor the financial health of the charity, including cash flow, budgeting, and forecasting.
- Advise the Board on the financial implications of the charity's strategic plans.
- Ensure that the charity's financial resources are managed in accordance with its policies and legal obligations.

### 2. Budgeting and Financial Planning:

- With the CEO lead the preparation of annual budgets and financial plans.
- Oversee and present budgets, accounts, and financial statements to the Board.
- Ensure that effective financial and accounting policies and procedures are in place.

### 3. Reporting and Compliance:

- Work with the CEO to ensure that financial reports are prepared and presented in a timely manner.
- Ensure compliance with the charity's governing document, charity law, and other relevant legislation and regulations.
- Ensure the charity's accounts are prepared in compliance with the Charities SORP (Statement of Recommended Practice).

### 4. Financial Transactions and Controls:

- Working with the CEO ensure that appropriate financial systems and controls are in place.
- Complete CC8 financial procedures and agree delegation.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Oversee the management of the charity's bank accounts and the handling of cash.

### 5. Liaison with External Stakeholders:

- Liaise with external auditors during the preparation and auditing of annual accounts.
- Foster and maintain relationships with banks, funders, and other key financial stakeholders.

### 6. Governance:

- Attend and contribute to Board meetings, providing financial insights and recommendations.
- Serve on any finance-related sub-committees of the Board.
- Ensure that the charity's financial risks are adequately managed and mitigated.

### 7. Support and Training:

- Support and train trustees and staff in financial management and responsibilities.
- Keep abreast of financial developments in the charity sector and advise the Board accordingly.

## Treasurer Person Specification:

### • Essential:

- A strong background in financial management, accounting, or a related field.
- Experience in financial planning and budget management.
- Strong analytical skills and attention to detail.
- Ability to communicate financial information to non-financial stakeholders.
- Commitment to the mission and values of Reducing the Risk.
- Commitment to developing a knowledge of Charity Finance regulations and practices (guidance will be provided)

### • Desirable:

- Professional accounting qualification (e.g., ACA, ACCA, CIMA, or equivalent).
- Previous experience as a Treasurer or in a similar role within a charity.
- Understanding of SORP requirements and charity law.
- Experience with financial software and systems used by charities.

**Reducing the Risk is an ambitious charity with a growth mindset.  
We are excited to work with a treasurer has a strong appetite for growth, is mindful to the needs  
and challenges and resources available to a small charity.  
Please contact us for a conversation.**

## **Specific commitments of Reducing the Risk Trustees**

Reducing the Risk Trustees meet together at the AGM and as often as they deem necessary to conduct the business of the charity. Trustees may also serve on committees and working parties and participate in events and networking. Their activities include setting strategic aims, assessing and managing risk, agreeing business and financial plans and a reserve policy, undertaking contracts to deliver services, directing the work of senior staff, working in partnership with other charities as appropriate, upholding the reputation of the charity and seeking to ensure quality in all that the charity undertakes. They seek to ensure that the interests of service users and the support and development of all staff and volunteers are central to all their activities. No Trustee is expected to be skilled in all aspects of the board but collectively the Trustees ensure that they can access the skills they need to meet their responsibilities.

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# Board of Trustees

## **Paul Richards - Chair Reducing the Risk**

Paul is highly experienced at Board level in both public and private sector organisations. He is currently a Non-Exec Director of a NHS Trust.

He has extensive commercial experience, and acutely developed analytical skills combined with high levels of personal integrity and resilience. He has well-honed diplomatic skills, and the ability to influence and build strategic consensus.

He also owns a runs a small business and brings both his vast Board level experience with his person experience of small businesses and the challenges that this brings.

## **Sian Rodway Lead role: Strategy and finance**

Sian has worked as a senior manager within the county council with a particular focus on education and subsequently on strategic partnership to enhance support for children and young people. She is chair of governors for a local school.

## **Andrew Carver Lead role: Treasurer**

Andrew is an experienced small charity treasurer. He has a background in business development, strategic planning, management and marketing in particular within the IT and communications sector – and he has worked with both start-ups and corporate organisations. He has also a strong interest in and has been closely associated with Aid projects in Africa.

## **Sally Dorrity Lead role: Secretary and internal and external communications**

Sally worked for many years in adult, secondary and primary education before becoming a ceramicist. She came to Reducing the Risk through her awareness of the need for the charity's work and provides a challenge to the Board from what she describes as a 'lay perspective'.

## **Ruth Hosford Lead role: Safeguarding lead and quality assurance oversight**

Ruth is a former manager of a Children's centre with expertise in both running an organisation and in early years and safeguarding. She also has a training and interest in events management. She has a young family and is working with her partner to further develop their shared business.

## **Naomi Neal Lead role: Expert by experience. Trustee lead for our training service and more broadly for service development.**

Naomi is a surgeon and Consultant Urologist with the Churchill Hospital in Oxford with a distinguished professional and academic career. In addition to her knowledge of the Health Services, she brings to the Board the insights of a survivor of abuse and she is a former Reducing the Risk IDVA service user.

## **Khosar Khan Lead role: Expert by experience and support for governance**

Khosar has worked extensively with diverse community groups and is passionate about bringing people and communities together, which has led her to work in the educational and charity sector in various roles. She comes to Reducing the Risk with lived experience of domestic violence and as an expert by experience brings meaningful insight and depth. Khosar joined Reducing the Risk from an Oxfordshire Young Trustee programme.

# Application Process

The TrusteeWorks Team at Reach Volunteering are supporting Reducing the Risk with their Trustee recruitment. Applications should be made via TrusteeWorks in the first instance.

To apply please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to the board.

Please send applications and enquiries to:

[trusteeworks@reachvolunteering.org.uk](mailto:trusteeworks@reachvolunteering.org.uk)

The closing date for applications is Friday 15th November 2024.

## If you would like to find out more

If you are interested in finding out more about the role of a trustee, email [trusteeworks@reachvolunteering.org.uk](mailto:trusteeworks@reachvolunteering.org.uk)

Please pass this information pack on to anyone else. Please also see our website: [www.reducingtherisk.org.uk](http://www.reducingtherisk.org.uk)

