Tender
Application Pack

Treasurer

November 2026

Treasurer Application Pack

A message from our Chair

Thank you very much for your interest in Tender and joining our Board of Trustees.

Tender aims to prevent domestic abuse and sexual violence by educating children and young people about the issues through creative projects. Our programmes are safe, enjoyable, and age-appropriate which allow people to engage with sensitive topics and "rehearse" for real-life scenarios. Participants are encouraged to learn through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender's work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender's programmes include:

- Healthy Relationships projects delivered across London and nationally via regional hubs;
- Projects delivered using online resources and technology;
- Specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse;
- Whole school and whole setting approaches;
- Training for professionals.

Our facilitators are highly experienced and trained in delivering creative workshops, and many have backgrounds in drama, teaching, working with young people, or a combination of these experiences. Safeguarding is at the core of all our work, and all trustees, staff and facilitators are regularly trained and updated on best practice to ensure they meet our high expectations.

Tender's mission is informed by evidence that domestic and sexual violence are highly prevalent issues in young people's lives. Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education new to the curriculum, young people aren't receiving the consistent support they need to navigate this risk. There is a vital need for age-appropriate education around these issues from an early age.

Once they have taken part in our programmes, 93% of young people understand it is never okay to be violent to someone, 99% of young people can name at least one early warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.

As a Trustee, you will have the opportunity to shape the future of the charity and to help us reach our goal of ending domestic abuse and violence.

Matthew Layton
Chair of the Board of Trustees

Treasurer

About the Role and Responsibilities:

We are looking for a Treasurer to join our Board of Trustees. As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Tender's financial affairs and chairs the Finance Committee. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Tender has gone through a significant period of growth, with our current annual income exceeding £2m. We now need to ensure that our financial systems and processes keep pace, so that we can manage our finances confidently and proactively. This will be led by our Finance Manager, reporting to the CEO. We would expect the Treasurer to work closely with the Finance Director and CEO to ensure that systems and processes are working effectively.

As well as fulfilling general trustee responsibilities, the Treasurer will be responsible for:

- Chairing the quarterly Finance Committee meeting
- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management
- Monitoring and advising on the financial viability of the charity
- Overseeing financial controls and adherence to systems, regularly liaising with Finance Director
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Lead on the appointment of and liaison with external auditors
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees

- Acting as a sounding board for Tender's Finance Director

General Trustee Responsibilities:

Our Trustees are vital to us, setting the strategy for the organisation, ensuring its financial stability and offering insights that help us to ask and answer questions. The Board of Trustees lead and control Tender and are responsible for its governance, policy and affairs. Trustees have responsibilities under charity and company law, and under Tender's Memorandum and Articles of Association, for directing the affairs of the organisation, ensuring that it is solvent, well run and delivers Tender's objects. The day-to-day running of the charity is delegated to the CEO and the Senior Leadership Team.

All trustees are expected to:

- Safeguard and promote the reputation, vision, mission and values of Tender
- Ensure the charity complies with its governing documents, relevant legislation and regulatory requirements
- Determine the overall strategic direction and development of Tender, by agreeing organisational polices, budgets and objectives, and to ensure targets are set and performance is measured against those targets
- Contribute any specific skills, knowledge, and experience which they may have to help the Board of Trustees reach sound decisions
- Ensure the effective and efficient administration of Tender and its financial stability
- Ensure that key risks are being identified, monitored and controlled effectively
- As requested by the Chair, represent the Chair of the Board at functions and events, and lead or be a member of committees/panels/groups
- Collectively own and hold the Board to account for its decisions and activities, ensuring the avoidance of any personal conflict of interest
- Provide support and challenge to Tender's CEO in the exercise of their delegated authority and affairs
- Engage with volunteers, Patrons and other beneficiaries to keep informed about the organisation's activities and wider issues that affect Tender's work
- Attend Board meetings, adequately prepared to contribute to discussions

What we are looking for:

We look for the following qualities in all trustees:

- An interest in and commitment to the mission, values and vision of Tender
- The ability to think and act strategically
- Leadership, communication and influencing skills
- Sound independent judgement and integrity
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- A strong personal commitment to equity, diversity and inclusion
- The ability to inspire trust and confidence in people
- A willingness and ability to devote the necessary time and effort to prepare for and attend board and committee meetings, including remaining in the role for a minimum term of two years

For the Treasurer role, we are also looking for:

- A finance professional with knowledge of charity finance, ideally gained in a treasurer or finance role in the charity sector, preferably a qualified Chartered Accountant
- A strategic thinker with the ability to balance risk and opportunity
- Clear communicator with the ability to bring the financial information alive to non-finance specialists
- A willingness and ability to devote time to support the Finance Committee, CEO and Finance Director with matters of financial governance

Time Commitment:

The Board meets at least four times a year, for approximately 2 hours. The Finance Committee also meets at least four times a year, usually for 1-2 hours. Meetings are usually held virtually over MS Teams. Board meetings are currently scheduled in the evenings, starting around 6.30pm, though we can be flexible to time meetings around trustees' other commitments.

In addition to attending Board meetings, trustees are also invited to represent the organisation at a variety of fundraising and public events.

Trustees are appointed for a 3-year term of office, which may be renewed at the end of the term.

GUIDANCE NOTES FOR APPLICANTS

How to find out more and apply

Please submit your CV and a 1-2 page supporting statement that demonstrates how you meet the criteria for the role. Both documents can be submitted using our recruitment portal for the Tender Treasurer role.
If you need this information in an alternative format, please contact us by email at home@tender.org.uk or by phone, on 020 4583 5113.
We are happy to receive applications in alternative formats.

Closing date for applications:	**Sunday 29th November 2026**
Shortlisting:	**W/c 30th November 2026**
Interviews:	**W/c 7th December 2026**
Start date:	**Ideally the next scheduled board meeting in February 2026**

This is a voluntary position, but reasonable expenses will be reimbursed.

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

Equality opportunities

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from candidates from minoritised ethnic backgrounds, who are LGBTQ+ or who have a disability. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you to apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

We ask applicants to complete an equal opportunities monitoring form. This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

Safeguarding

This role is subject to a disclosure and barring service enhanced disclosure check (including child barring list) being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

Writing your supporting statement

The supporting statement plays a key part of our recruitment and selection process. We use the information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete applications are unlikely to pass shortlisting.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific**: give a specific example
- **Task**: briefly describe the task/objective/problem
- **Action**: tell us what you did
- **Results**: describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

Use of AI

Supporting statements should reflect your experiences, qualifications and understanding with personal examples. Using a generic AI-generated personal statement is unlikely to demonstrate your personal experience in line with the person specification, which may result in you not being shortlisted.

You might want to consider the following uses of AI:

- Check spelling or grammar
- Improve clarity or structure
- Reformat your content to make it easier to read
- Generate prompts to help you reflect on real-life experiences

We value honesty, individuality, and lived experience. By keeping your application genuine and using AI solely as a support tool, you will help us understand who you are, how you work, and how you will make a meaningful contribution to the people and communities we serve.

Do not use AI to:

- Inflate or invent your skills and experiences
- Create generic responses and copy these into your application
- List generic skills (like leadership or teamwork) without providing real evidence from your own work

Before you submit an application we will ask you to confirm the information you provide is true and accurate. We may reject applications where AI is used inappropriately at any stage of the process.

Data protection

Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

Complaints procedure

Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy (trupti@tender.org.uk) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and DIP, who will advise of the outcome. This does not affect your legal rights.