



Trustee Role Description

CARA (Centre for Action on Rape and Abuse) works with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

CARA works with adults, young people and children from across Mid and North Essex and Uttlesford.

Over the last 10 years, CARA has grown significantly. Our client numbers have more than quadrupled and we have developed a wide range of services for victims and survivors of all ages and genders. We currently have a team of 36 full and part-time staff and over 20 sessional counsellors.

CARA is looking to recruit new trustees to our Board. As a CARA trustee, you will have the opportunity to be involved with a forward-thinking and fast-developing feminist charity. Our Board of trustees provide strategic direction and governance to CARA, overseeing our finances and management, working closely with the Senior Management Team. CARA's Board of Trustees are also registered as our directors for the purposes of company law.

CARA has recently undertaken a Governance Review, and we are currently working to implement the recommendations from this review to ensure we are following best practice in charity governance.

Our existing Board members have a wide range of skills and expertise, but to ensure CARA's effective governance **we are particularly looking to recruit new trustees with the following skills and experiences:**

- **Law and legal compliance**
- **Experience as a CARA service-user**

We would also be interested in hearing from people with skills and experience in the following areas:

- Best practice in charity governance
- Campaigning
- Charity management
- Experience in the Women's Sector
- Financial skills e.g. accountancy, auditing, scrutinising financial information
- Fundraising and income generation, including fundraising strategy, bid writing and grants and trusts
- Networks and connections with relevant stakeholders.

People from Black and minoritised ethnic backgrounds are under-represented on CARA's Board of Trustees, and we particularly welcome applications from people from these groups. Applications from survivors of sexual violence are always welcome.

For more information or to arrange an informal chat about being a CARA Trustee, please contact Helen Parr, CEO (helen@caraessex.org.uk) or Vicky Beckwith, Chair of Trustees (vickyb.trustee@caraessex.org.uk)

Trustee Role Description

Our trustees play a vital role in making sure that CARA achieves its core purpose. They oversee our overall management and ensure that CARA has a clear strategy and that our work and goals are in line with our vision, culture and values.

Trustees are responsible for:

1. Supporting and providing advice on CARA's mission, vision, goals and activities.
2. Approving CARA's strategy and organisational policies.
3. Overseeing CARA's financial plans and budgets.
4. Ensuring the effective and efficient administration of the organisation.
5. Ensuring that key risks are identified, monitored and controlled effectively.
6. Reviewing and approving CARA's financial statements.
7. Providing support and challenge to CARA's CEO.
8. Keeping abreast of changes in CARA's operating environment.
9. Contributing to regular reviews of CARA's governance.
10. Scrutinising Board papers and attending Board meetings adequately prepared to contribute to discussions.
11. Using independent judgement to promote and protect CARA's interests.
12. Contributing to the broader promotion of CARA's aims and reputation by applying their skills, expertise, knowledge and contacts.

Person specification:

1. Willingness and ability to understand and accept responsibility and liability as a trustee and to act in the best interests of CARA.
2. Ability to think creatively and strategically, exercise good, independent judgement and work effectively and collaboratively as a board member.
3. Effective communication skills and willingness to participate actively in discussion.
4. A strong personal commitment to feminism, anti-racism, equality, diversity and inclusion.
5. A demonstrable commitment to CARA's vision and mission.
6. Willingness to lead according to CARA's values and to foster CARA's organisational culture.
7. Commitment to Nolan's seven principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

Board members have a collective responsibility. This means that trustees always act and make key decisions as a group and not as individuals.

Terms of appointment of trustees

- Trustees are appointed for a 3-year term of office, with potential for re-appointment for 2 further terms to a maximum of 9 years. Reappointment is subject to satisfactory performance and contribution.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment (Estimated at 0.5 day per month):

- Attending 6 Board meetings annually, including some face-to-face meetings. 100% attendance is expected, except in emergencies.
- Attending strategy days or other strategic sessions, as agreed.
- There will be times when trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance or presenting externally.

All trustee appointments will be conditional on an enhanced DBS (Disclosure and Barring Service) check, and satisfactory references.