



RASASH Trustee Recruitment

Thank you very much for your interest in becoming a Trustee for RASASH. We welcome new people to our Board to ensure that we continue to have a committed and sustainable Board of Trustees with a range of skills and experience. We value the knowledge of living and working in the Highlands and some of our meetings are in person. Trustees find that working with RASASH is hugely rewarding personally as well as a positive learning experience. We hope if you join us that you will too.

This pack includes:

- Information about RASASH and our values
- Board Member – Role Description and Person Specification
- An application form including an equal opportunities monitoring form

Due to the specialist nature of our services we are committed to providing comprehensive training for all our staff and volunteers and each role has mandatory training they must complete. Trustees must complete their compulsory training within the first year of their trusteeship to remain on the Board. They can also attend other optional training that is relevant to their role.

On receipt of your application form, you will be invited for an informal interview with at least two existing Trustees. This will normally be the Chair and one other. The interview will include a discussion about your reasons for joining the Board of RASASH; what you can contribute and what you hope to get from the experience for yourself. We will also discuss how we can best support you as a member of the Board of Trustees.

Completed applications should be e-mailed to romy@rasash.org.uk. Please make sure you complete your Equal Opportunities monitoring form through the link provided on the form. Should you need a paper one please email admin@rasash.org.uk to request one. All information will be treated in the strictest confidence. If successfully appointed we will contact referees and conduct a record check and PVG.

We are committed to being a women led organisation and welcome applications from under-represented groups.

If you would like more information before completing your application please contact Romy Rehfeld (CEO) at romy@rasash.org.uk and visit our website at www.rasash.org.uk.

Many thanks for your interest in joining us.



About RASASH

Rape and Sexual Abuse Service Highland (RASASH) is a charitable organisation, established as a SCIO in July 2014. Affiliated to Rape Crisis Scotland, RASASH was set up to:

- Provide accessible, appropriate and high quality emotional and practical support, information and advocacy for survivors, their non-abusing partners, family and friends.
- Work towards the prevention and ultimately the elimination of sexual violence, supporting social change by raising awareness and understanding of rape and sexual violence, challenging myths and campaigning
- Working with others to improve the way society, organisations and agencies respond to survivors of sexual violence

For over a decade, RASASH has been dedicated to preventing and eliminating sexual violence. Based in Inverness, we support individuals across the mainland Highland region, striving to create a safer community while providing essential support and advocacy for survivors.

Our Support Line serves as a vital lifeline, handling approximately 2,000 contacts each year. Survivors can reach out via phone, text, or email for free and confidential support.

Available from the age of 13, our support is tailored to each survivor's unique needs. Our specialist Support Workers offer therapeutic, one-to-one sessions both in person and remotely. Through our Outreach service, we bring support directly to rural Highland communities, ensuring accessibility for all.

We also extend support to non-abusing family members, friends, and professionals assisting survivors.

Our Advocacy Workers guide survivors through the criminal justice system, from attending police interviews to providing court support. Last year alone, we delivered over 1,000 hours of advocacy services.

Beyond direct support, we lead the national prevention programme in schools, addressing harmful behaviours that contribute to sexual violence. To date, we have engaged over 10,000 young people aged 11-25 through schools and youth networks.

Our prevention work also includes trauma-informed training for educators and national programmes like *Equally Safe at School* and *Equally Safe at Colleges & Universities*, fostering



a culture of zero tolerance. Additionally, we provide training to statutory and third-sector organisations to strengthen community responses and survivor support.

Our core values underpin everything that we do:

- We believe that anyone who has experienced rape, sexual abuse or sexual assault, regardless of gender, ethnicity, culture or sexual orientation, should have access to non-judgemental & confidential support.
- We believe that no-one, regardless of behaviour, dress or lifestyle, is to blame for any form of rape, sexual abuse or sexual assault they experience.
- We believe that it is everyone's responsibility to adopt zero tolerance to any form of rape, sexual abuse or sexual assault.

Our team currently consists of a CEO, 2 x Service Managers, 3 x Team leads, 10 Support & Outreach Workers, 2 Prevention & Campaigns Workers, 3 Advocacy Workers, 2 Support Line Liaison workers, a Fundraising and Comms worker and an Admin & Finance Worker. We are governed currently by a Board of five Trustees, all volunteers, but with the organisation growing we would like to expand this. The Trustees are responsible for the overall governance of the organisation and play an active role in its growth and development ensuring that all legislative and legal duties are adhered to.

About being a Board Member:

Board members will play a critical role in the future development and governance of the service. We would also welcome candidates with a future interest in taking on the role of the chair and treasurer.

Working to feminist values, we are seeking a diverse range of women with a commitment to the work we do across Highland.

Values, ethos, passion and commitment are essential qualities for our board members. We are particularly interested in applicants from less represented groups and those with knowledge and experience of finance, funding, governance and strategy. We welcome board members from all walks of life as long as their values match ours.

We recognise that some people may feel moved to volunteer with RASASH due to personal experiences of sexual violence but would never ask you to disclose those unless you wanted to, and we do not see lived experience as a pre-requisite for being a good volunteer and board member with us.

On average a board role is a commitment of 3/5 hours per month, but this may change slightly depending on the role. Please do not hesitate to get in touch if you have any questions and thank you for your interest.



Trustee - Job Description & Person Specification

Title: RASASH Trustee

Main purpose: To ensure sound governance of RASASH

Based: Meetings usually held virtually on Teams, with a few in person meetings during summer months at RASASH Premises in Inverness, and on annual Board Development day.

Hours: Variable according to the needs of the service. On average, post training, one 2 hour meeting every other month, three or four 1/1.5 hour sub-committee meetings a year, one full day Development day a year, plus additional hours for specific responsibilities. Approx. 3/5 hours per month

Overview of role The Board of Trustees have ultimate legal and financial responsibility for all activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

Key aspects of the role:

Vision and Leadership

- To be committed to the vision, mission and values of RASASH.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed about the activities of RASASH and the wider issues that affect its work.
- To ensure the work of RASASH is monitored and evaluated.

Accountability & Legal Responsibilities

- To ensure that RASASH organisation complies with its governing document – Constitution & SCIO application
- To ensure that RASASH complies with the law, including charity law.
- To ensure that RASASH makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to RASASH, staff, volunteers and service users are identified, at an acceptable level and are effectively managed.
- To be accountable to funders and other stakeholders.
- To personally abide by all policies and procedures

Financial & Staff Management

- To understand the financial position of RASASH.
- To ensure that RASASH's finances are properly managed.
- To ensure that RASASH operates within its agreed accounting policies.
- To ensure adequate financial resources for RASASH.
- To contribute to fundraising strategies.
- To ensure that RASASH is properly insured against all reasonable liabilities.

- To ensure that RASASH is a responsible employer and adheres to legislation.
- To effectively support and manage the RASASH Manager.

Responsibilities of Individual Trustees

While the Board of Trustees as a whole is collectively responsible for decisions made, it is important to be aware of the individual responsibilities and duties of trustees. Outlined below are the duties for Charity Trustees:

- to act within powers
- to promote the organisation
- to exercise independent judgement
- to exercise reasonable care, skill and diligence
- to avoid conflict of interest
- to not accept benefits from third parties
- to declare any interests in proposed transaction or arrangements

Training

Training

The following compulsory training must be completed within the first six months of joining the Board,

- Intro to RASASH, our vision, values and feminist understanding of SV (in person, 1/2 day)
- Impacts of Sexual Violence and helpful responses (in person, 1/2 day)
- NSPCC Trustee Safeguarding Course (online, 2 hours)

The following compulsory training must be completed as and when convenient but must be within 1 year of joining the Board of Trustees. Those who have not completed all mandatory training by this will have their trusteeship position terminated.

- Cyber security best practice (online, 15min)
- Equality & Diversity and Inclusion awareness (online, 15min)
- Understanding GDPR (online, 20 min)
- Safeguarding Adults Awareness (online, 20 min)
- Safeguarding Children awareness (online, 30min)

Times and commitment

- Board Meetings – Every 8 weeks for 2 hours during the evening
- Appropriate time to read and study all papers and reports in advance of meetings
- To lead/attend sub-committee meetings as appropriate. We require each Board member to be a part of at least one sub-committee, these meet once a quarter for 1-1.5 hours.
- To support staff with certain operational areas such as recruitment or finance depending on agreed individual Trustee responsibilities



- Yearly AGM attendance, usually coinciding with a Board Meeting.
- Time to time attendance at national conferences, additional training on a range of subjects including governance and representing charity at local events alongside management.

What we ask from Trustees:

- To respect the confidentiality of the service we provide
- To be honest, open and respectful towards others
- To attend all compulsory Training
- To attend at least 80% of all Board Meetings over the course of the year
- To actively contribute to good governance
- To adhere to RASASH Volunteer Policies and codes of good practice at all times

What we offer in return:

One of our current Trustees offers an overview of what it's like to be involved and what you can gain from the experience:

"Serving on the RASASH board has been one of the most important things I have done. I have gained so much. I joined because I wanted to contribute to a feminist organisation and particularly help to develop the support for survivors and the prevention of sexual violence. I learned how important an active and committed board is for any third sector organisation and felt very valued for the work I did. I learned so much about sexual violence in our society but also the power of women working together to create a better future. I also picked up lots of skills useful in other aspects of my life such as communications, financial oversight and governance. I would recommend the role whole heartedly." – **RASASH Trustee Alumni**

"Working with RASASH has been a privilege, I have been blown away by the commitment of the staff and fellow Board members who contribute so much to tackling sexual violence across the Highlands" – **Eileen, RASASH Treasurer**

*"Even though, as a Trustee, you don't work at the front line with survivors, you have a critical influence at the operational level and are able to contribute to the charity's development and growth...Being part of the RASASH's Board has been an enriching experience, both personally and professionally...I've had the chance to meet like-minded people that I would not have met otherwise, and I feel that I can make a **difference**. As a young woman from the LGBT+ community, I wanted to contribute to RASASH's services being as inclusive as possible as I believe in the importance of lifting the **voices of those historically unheard**, such as LGBT members, which Trustee roles can enable."* – **Arrate de La Cruz, RASASH Trustee**

Trustee Person Specification

Criteria	Essential	Desirable
Knowledge & Understanding	<p>A commitment to a feminist understanding of gender based violence</p> <p>Shared value base with RASASH & commitment to our aims</p>	Understanding of impact of sexual violence
Experience		<ul style="list-style-type: none"> • Finance • HR • PR • Governance • Third Sector Issues • Income generation • Marketing
Skills & Abilities	<p>Good leadership skills</p> <p>Good communication and interpersonal skills</p> <p>Impartiality and fairness and recognition of any conflicts of interest while carrying out the duties.</p> <p>Ability to respect confidential nature of the service</p>	Ability to work as part of a small team of Trustees
Qualifications	Value base, skills, experience and personal qualities more important than formal qualifications	
Other	<p>A willingness to learn</p> <p>Person centred approach</p> <p>Reliability and commitment</p> <p>Commitment to attending required training</p> <p>Commitment to attending meetings and taking turn with taking minutes</p>	