

First Step Leicester

Leicestershire & Rutland

TRUSTEES RECRUITMENT INFORMATION PACK

2020









# FIRST STEP Vision

A society where survivors of sexual abuse feel safe to share their experiences and are supported to move their lives forward.

# FIRST STEP Mission

To empower men to move forward from the negative impact sexual abuse has had on their lives.

# FIRST STEP Values

Our values underpin all we do and how we behave as an organisation and as individuals. The staff team, volunteer team and the board seek to model these values and behaviours to those we work with, those we seek to influence, and wider society.

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| **FIRST STEP value....** | **So........** |
| **Compassion** | ….we stand alongside our clients, listening patiently and carefully to their stories and needs. |
| **Empowerment** | …..we inspire our clients that life can improve and provide opportunities for them to take control of their lives and move forward. |
| **Being non-judgemental** | …..we never judge a person or their actions but support the individual. |
| **Honesty** | …..we re open and honest in all our dealings and maintain the highest integrity at all times. |
| **Professionalism** | …..we strive to provide quality services in a safe and secure environment. We always do what we say we will. |
| **Teamwork** | …..we listen to each other, recognising each other’s strengths and weaknesses, supporting and developing colleagues. |
| **Equality & Diversity** | ….we embrace differences in our workforce and clients knowing that this will enhance our services. |

# OUR SERVICES

First Step is the only specialist provider of support to male survivors of sexual abuse in Leicester, Leicestershire and Rutland. We support survivors aged 13 and above; abuse maybe historic or recent and the overwhelming proportion of clients present with historical abuse.

Our services have been built around understanding the barriers males face with disclosing their abuse, seeking help and accepting support. We offer a swift response to all referrals by offering flexible opening times including four late evenings (until 8:00pm) a week.

The majority of our delivery is weekly face-to-face counselling delivered by 33 BACP registered volunteer counsellors, this is initially for 6 months though it can be extended where necessary. We also provide emotional support for those not in a position to engage with counselling services and advocacy support where clients face particular issues (eg difficulties with welfare benefits). We are in the process of re-developing our service for 13 to 18-year olds which includes art, music and play therapy, work with schools and the wider family.

In 2018/19 we received 121 referrals and delivered 2,487 counselling or support sessions. The number of sessions delivered, and average sessions/client, have all been increasing over the last five years relating to the increasing complexity of issues that survivors of historical sexual abuse present with.

# Structure & Finance

First Step was formed in 1997 and is a Charitable Incorporated Organisation (No:1165062) currently governed by a board of 4 trustees who meet every six weeks.

First Step is based in the centre of Leicester, the organisation has 3 employees (2.2 FTE) and 36 regularly active volunteers (excluding trustee roles).

The last independently examined accounts, year ending March 31st 2019 show an income of £110K and an expenditure of £105k. Total reserves are £63k with £37k being unrestricted. The most recent forecast for the 2019/20 year (September 2019) shows an income of £182k (budget £186k) and expenditure of £152k (budget £173k) creating a surplus of £30k.

The main source of income is multi-year grants including Ministry of Justice, Big Lottery Community Fund and the Henry Smith Charity together with one-year grants from a range of funders including the Police and Crime Commissioner. Additional income is received through community fundraising and being a partner in the commissioned service.

# Strategic Plan

First Step’s strategic plan outlines aims over a three-year period; we are currently working to:

* Increase the capacity of our existing counselling support.
* Strengthen and develop our service to young people.
* Broaden our services to include advocacy support.
* Establish a self-help group for survivors including training and peer group activities.

Underpinning this work First Step is also working to improve our infrastructure and long-term financial sustainability. In particular we are working to:

* Achieve the Male Service Standards.
* Improve governance.
* Improve systems including financial and monitoring/evaluation.
* Develop our external communications.
* Developing community fundraising and donations from individuals.

# Role of the Trustee

Good governance in charities is fundamental to their success. A charity is best placed to achieve its ambitions and aims if it has effective governance and the right leadership structures. Good governance enables and supports a charity’s compliance with relevant legislation and regulation. It also promotes attitudes and a culture where everything works towards fulfilling the charity’s vision.

The Charity Governance Code highlights seven principles for good governance:

* *Organisational purpose -* The board is clear about the charity’s aims and ensures that these are being delivered effectively and sustainably.
* *Leadership* - Every charity is led by an effective board that provides strategic leadership in line with the charity’s aims and values.
* *Integrity* - The board acts with integrity, adopting values and creating a culture which help achieve the organisation’s charitable purposes. The board is aware of the importance of the public’s confidence and trust in charities, and trustees undertake their duties accordingly.
* *Decision-making, risk and control* - The board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
* *Board effective*ness - The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
* *Diversity* - The board’s approach to diversity supports its effectiveness, leadership and decision-making.
* *Openness and accountability* - The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.

More details on the trustee role can be found in the Role Descriptionand Person Specification document*.*

# Recruitment Process

If you are interested in joining the board please send your expression of interest by email to: contact@firststepleicester.org.uk, telling us in one or two paragraphs why you are interested in the role.

Mick Studley, Chair, will arrange a telephone call with you and, if considered appropriate by both parties, invite you to a short interview with himself and one other trustee, introduce you to the Service Manager and invite you to observe a board meeting. Assuming both parties wish to continue, the role will then be formalised.

In the light of Covid-19 any interactions will be completed in line with government guidelines on social distancing, at present this means all meetings/contact will be completed remotely, principally using Zoom.

**ROLE DESCRIPTION – FIRST STEP TRUSTEE**

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| Job Title: | Trustee  |
| Responsible to: | Chair and Board Members  |
| Salary: | Unpaid. Reasonable expenses incurred while travelling to meetings can be claimed from the organisation. |
| Level of commitment required: | Six weekly board meetings. Additional time may be required to participate in ad hoc groups and work which draws on specialist skills and knowledge.  |

Role of the Trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of First Step. The trustee board must always act in the best interests of First Step, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group not as individuals.

Duties of a Trustee

The duties of a trustee are to:

* Ensure that First Step complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* Ensure that First Step pursues its objects as defined in its governing document.
* Ensure First Step applies its resources exclusively in pursuance of its charitable objects. For example, it cannot spend money on activities which are not included in the objects, however worthwhile they may be.
* Contribute actively to the board of trustees by giving a firm strategic direction, setting overall policies, defining goals, setting targets and evaluating performance against targets.
* Ensuring the financial stability and sustainability of First Step.
* Safeguarding the good name and values of First Step.
* To protect and manage the property of First Step and to ensure proper investment of the organisation’s funds.
* To appoint the most senior staff member and appraise their performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

In addition trustees are expected to:

* Be committed to the vision and values of First Step
* Abide by First Step’s policies and procedures
* Meet the minimum time commitment
* Declare conflicts of interest
* Contribute actively to the board of trustees
* Keep informed of the organisation’s work

Minimum time commitment

Board Meetings

Trustees are required to attend six weekly board meetings. Board meetings usually take place at the First Step main office in Leicester City for two hours on a weekday evening.

In addition to reading papers and preparing for meetings Trustees may be called upon for specific advice if they have particular expertise in a given area and/or be expected to occasionally support in practical ways such as participating in interviewing staff, representing First Step at events or engaging in fundraising activity.

Term of service

Trustees generally serve on the Board for a three-year period, at the end of which they may be re-elected for up to two further terms. They must be willing to undergo a Disclosure and Barring Service (DBS) check.

**PERSON SPECIFICATION – FIRST STEP TRUSTEE**

Each trustee must have:

* A commitment to the vision, mission and values of First Step.
* A willingness to meet the minimum time commitment including, on occasions, being available to staff for advice and support.
* Integrity including understanding of, and ability to maintain, confidentiality.
* An ability to see the ‘big picture’.
* Good, independent judgement.
* An ability to think creatively.
* Willingness to express opinion in a reasoned way and to actively participate in discussion.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team and to take decisions for the good of First Step.
* A willingness to learn and undertake training if required.

The board of trustees collectively need a wide range of skills and experience including:

* Financial Management
* Strategic Planning and setting targets
* HR including volunteering
* Fundraising and income generation
* Charity law and charity governance
* Understanding of national and local policy environment
* IT and Digital
* PR, Marketing, Communications and campaigning
* Monitoring, evaluation and impact
* Partnership and collaboration
* Service user perspectives, involvement and consultation
* Key policy areas including Health & Safety, Safeguarding and Equal Opportunities/diversity etc
* Specific areas relating to our work such as:
* Experience of working with those who have experienced sexual abuse.
* Child Sexual Exploitation (CSE).
* Criminal Justice system.
* Counselling, and Advocacy services.

At this time we are keen to strengthen our specific expertise in the following areas:

* Service user involvement and consultation.
* PR, marketing, external communications including social media.
* Experience of managing counselling and associated support services.
* Mental health.
* Community fundraising, individual fundraising and grant applications.