



delivering cutting edge services
to end violence against women and children

Dear Applicant

Thank you for your interest in becoming the position of Treasurer with **nia**.

This application pack includes

- Information for applicants
- About **nia**

If you are interested in applying, please download a trustee application form from our website.

Please complete the Trustee application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for ' via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive



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nia has been delivering services to women and children who have experienced domestic and sexual violence for over 40 years.

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.



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- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.
- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** runs in partnership with DABD and BDCVS in Dagenham for women and girls.

nia is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

Areas we specialise in include

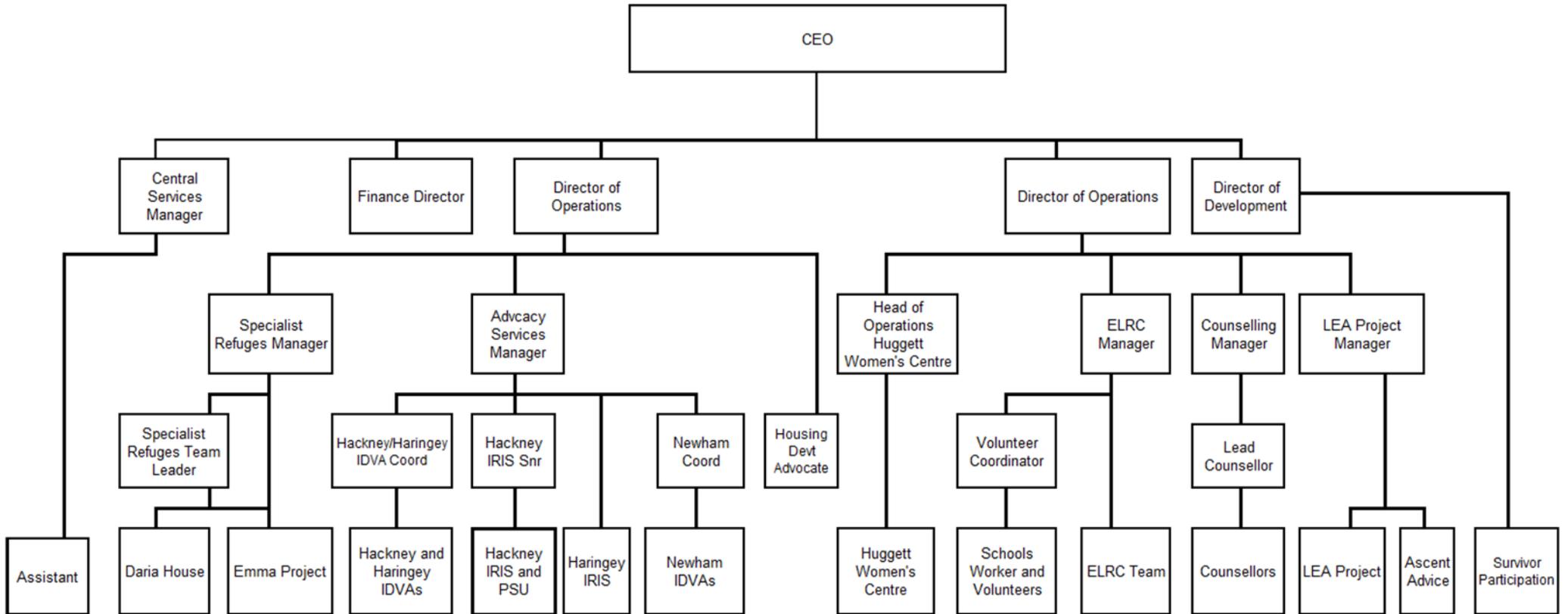
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

Registered Charity Number 1037072
Registered Company Number 02673624



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nia Structure November 2017





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nia, the charity for women and girls escaping male violence, is looking for a new treasurer to join our board of trustees.

For the last 40 years, **nia** has provided high quality, women-led services across north and east London. We operate two refuges, run the East London Rape Crisis helpline, and offer independent advocacy for victims of domestic and sexual violence to guide them through the courts.

Board members help set the organisation's strategic goals, and provide support and oversight to the CEO and senior staff. They advise on fundraising, financial management, media relations and communication, and sit on interview panels when **nia** is hiring new staff. Trustees are expected to attend four board meetings a year, and may also work on individual projects, such as our recent successful "**nia** at 40" booklet and our fundraising evening at Conway Hall. Our trustees work on a voluntary basis, and are not expected to contribute financially to the organisation – all we want is your time.

The role of the Treasurer is to provide financial expertise and direction to the board of Trustees. The Treasurer's aim is to oversee and scrutinise financial information to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the **nia**.

The Treasurer will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Treasurer's role is also to work in partnership with the Chief Executive and Director of Finance helping them achieve the aims of the organisation and maintain fiscal health, accountability and stability.

To apply, please visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to: administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia**, P.O Box 58203, London, N1 3XP.

Closing Date: **10am, 27 November 2017**

If you have any questions, or would like to talk informally to someone about joining the Board, please contact our contact Rachel Evans, Central Services Manager at: revans@niaendingviolence.org.uk

As part of the recruitment process an enhanced vetting and barring check will be carried out, but this does not necessarily exclude applicants, and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies



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Treasurer

Aims of the Position:

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The Treasurer will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Treasurer's role is also to work in partnership with the Chief Executive and Director of Finance helping them achieve the aims of the organisation and maintain fiscal health, accountability and stability.

Specific Responsibilities:

1. Treasurer Responsibilities

- Overseeing, approving and presenting budgets, accounts and financial statements
- Ensuring that **nia** has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's business plan
- Ensuring the organisation's compliance with legislation
- Contributing to the fundraising strategy of the organisation
- Keeping the board informed of its financial duties and responsibilities
- Overseeing the annual financial report and ensuring that the accounts are audited and prepared and disclosed in the form required by funders and relevant statutory bodies
- Authorising **nia** expenditure when this is outside agreed budgets
- Chairing, attending and participating in relevant finance meetings.
- Overseeing the strategic development and expansion of **nia** including project and policy development, business planning and funding enhancement
- Overseeing the implementation of appropriate quality measures in order to ensure that **nia** service delivery meets the needs of **nia** service users and its funders
- Promoting the organisation in the wider community



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2. General Responsibilities of a nia Trustee

- Govern the organisation and provide leadership and overall direction.
- Ensure the organisation has a clear, shared vision and aims and effective strategies to achieve these.
- Maintaining up to date knowledge on issues relevant to male violence against women and girls

2.1 Main duties

a) Governance

- Ensure compliance with Memorandum & Articles of Association, charity and company law and other relevant legislation and best practice.
- Monitor protection and management of charity property and proper investment of funds.
- Approve budgets and annual accounts and monitor the financial position of the organisation.

b) Formulating strategic aims

- Consider the best interests of the organisation as a whole and its beneficiaries, whether as a member of the Board of Trustees or any of its committees, sub-committees or other ad hoc groups.
- Reflect the organisation's vision, principles, values, strategy and major policies at all times.
- Contribute specific skills, interests and contacts.

c) Employer responsibilities

- Act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of all staff.

d) Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Follow the Code of Conduct at all times.

e) Attend meetings of the trustees and any committees, sub-committees or groups.

- Take part in training sessions provided for the benefit of the trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.