



CAUSEWAY

A message from the CEO



Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

Our new Treasurer will join our Board at an exciting time of development for Causeway. We are currently developing our new Strategic plan for the period 2025 – 2028 and we are working on identifying new approaches to diversifying our income and exploring opportunities for growth and innovation. Working closely with our CFO and our leadership team, our Treasurer will play a key role in the strengthening of our governance structure to support us into, and through, this next important stage of our development.

Key areas of focus for our new Treasurer in the first few months will be creation and implementation of a new Finance and Audit Committee to support the Board that this role will Chair, work with the CFO on finalising our three year financial forecast to support the new Strategic plan and exploring investment opportunities for the Charity to help strengthen our future financial resilience.

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HELEN BALL, CEO



CAUSEWAY Who We Are

We're Causeway, the UK-wide charity who believes in the power of lasting change. We take people from existing to living, and empower our service users, including survivors of modern slavery and exploitation, to find their voice and place in society. Since 2005, we have expanded across multiple regions and now provide accommodation and outreach support to hundreds of survivors of modern slavery every year. In 2018, we launched LifeNavigate, a trauma-informed programme committed to breaking the cycle of crime, collaborating alongside organisations including Her Majesty's Prison and Probation Service and South Yorkshire Police. Our vision is to ensure a thriving future for marginalised and vulnerable people, and it would not be possible without our dedicated team of staff and volunteers. Causeway Charitable Services delivers support operates across the United Kingdom. Our head office is based in Sheffield, with other offices in Liverpool, Manchester and Sunderland.

Role Summary

How this role fits into the vision and objectives of Causeway

Our trustees bring strategic oversight and direction; to ensure Causeway is true to its purpose and effective in its strategic objectives, whilst ensuring all governance responsibilities are fulfilled. They champion the people we support, promote the charity and its work and bring expertise in order to purposefully develop Causeway and its impact. The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. At Causeway the charity trustees are the board of directors and are known as the trustee board.

Who are we looking for?

Causeway are looking to recruit a Treasurer to the Board who is willing to bring energy, enthusiasm and commitment to the role, and support the strategic growth of the charity. We are particularly looking for our Treasurer to have:

- A relevant accounting qualification.
- Experience of charity accounting and relevant accounting standards.
- Ability to maintain overview of the financial affairs of the charity, ensuring its viability and proper financial records and procedures.
- A confident networker who will bring relevant connections and facilitate introductions for the benefit the charity.
- Experience in working with the Chief Financial Officer, Board and subcommittees.

It is important that trustees reflect our geographical reach in the North, and that we have diversity of knowledge, experience and background on the trustee board. If you have lived experience relevant to our work or can bring a perspective that is under-represented, we strongly encourage you to come forward.

CAUSEWAY The role of the Trustee

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

Our board of trustees have shared responsibility for the overall governance, financial health and strategic direction of the charity, developing its organisational aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

In addition to the statutory duties, each Trustee uses their specific skills, knowledge and experience they have to help the Board of Trustees reach sound decisions and support the Chief Executive and Senior Leadership Team in delivering the charity's mission.

As a Trustee of Causeway's board, you will have the opportunity to help govern a growing organisation, knowing that your time will go some way towards helping people most in need, to go on to lead good, happy and successful lives.

Job Description

Role Title: Treasurer Trustee

Salary: Voluntary (Trustees can claim out of pocket expenses incurred in travelling to meetings)

Location: Applications are welcomed from applicants across the United Kingdom.

Closing date for applications: Rolling.

We aim to make trustee appointments by 31st December 2024. Roles will be provisionally offered, before being finalised subject to DBS check, references and due diligence check, in line with our Safer Recruitment policy.

Interview Date: TBC

CAUSEWAY Responsibilities

The role of the trustee board is to receive assets from our partners and donors, safeguard them and apply them to the charitable purposes of Causeway. The trustee board must always act in the best interests of the charity, 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 legal responsibilities of a trustee are to:

- Ensure that Causeway complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that Causeway pursues its objects as defined in its governing document
- Ensure Causeway applies its resources exclusively in pursuance of its objects
- Contribute actively to the board of trustees by providing strategic direction, setting overall policy, and defining goals and targets
- Ensure the financial stability of Causeway
- Safeguard the good name of Causeway, scrutinise board papers and other key communications

In addition to the above statutory duties, each trustee will use their specialist skills, knowledge and experience to identify key issues, provide advice and guidance to the Chief Executive Officer and Senior Leadership team, and help improve the decision making of the trustees board.

- Our trustees will seek to promote Causeway, drawing upon their strategic contacts and networks and supporting fundraising efforts in order to maximise the charity's impact and brand.

Trustee Criteria (skills and expertise)

Each trustee must be:

- Support and provide advice on Causeway's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Causeway's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Causeway's financial statements.
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the landscape that Causeway operates in
- Contribute to regular reviews of Causeway's governance.
- Attend Board meetings, adequately prepared to contribute to discussions.

- CAUSEWAY** • Use independent judgment, acting legally and in good faith to promote and protect Causeway's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Causeway's objectives, aims and reputation by applying your skills, expertise, knowledge and networks.

[There may be times when the 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 on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]

Specific responsibilities as Treasurer

- To ensure that the organisation complies with its governing document and its own financial rules, charity law, company law, and other relevant legislation or regulations.
- To ensure that adequate financial procedures and controls are in place and that the organisation operates within a sound financial framework.
- To advise the Trustees on the financial implications of their strategy and policy objectives.
- To ensure that the organisation has appropriate financial risk management and reserves policies in place.
- To create and chair the Finance, Audit and Risk Committee where the following aspects are discussed on behalf of the Board of Trustees; and attend the Remuneration Committee.
- In association with the Chief Executive Officer and Chief Finance Officer, to ensure all financial dealings are properly accounted for.
- To lead the production of an annual budget, propose its adoption to the Board and, assisted by the Chief Executive Officer and Chief Finance Officer, monitor performance against budget.
- To liaise with the Chief Executive Officer and Chief Finance Officer to ensure that financial information (e.g. balance sheet, cash flow, bank balances, fundraising performance, reserves reporting) is provided to the Trustees in a timely manner and to be satisfied that this is comprehensive and accurate.
- In association with the Chief Finance Officer ensure all financial dealings are properly accounted for and that grants and other funds received for specific purposes are appropriately spent and accounted for as appropriate.
- To discuss the auditor's report and annual accounts with Trustees at the Annual General Meeting.
- To manage the process of appointment of auditors.
- To be involved in closely managing the Investments of the organisation, and provide Tax/Investment advice where necessary, with attention to the Pensions provision. provide advice on Causeway's purpose, vision, goals and activities.

CAUSEWAY

Person Specification

- Enthusiasm for Causeway's vision and mission.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship in the UK charity sector.
- Able to demonstrate strategic vision and think creatively.
- Relevant experience and knowledge of managing finances.
- Experience and knowledge of current practice relevant to charities or SME finance.
- The skills to analyse proposals, examine their financial consequences and make concise recommendations.
- A recognised financial and/or accounting qualification would be highly beneficial but is not a prerequisite.
- Ability to communicate financial information clearly.
- Willingness to be available to employees with financial responsibilities on a scheduled or ad hoc basis to provide advice and answer queries.
- Willing to speak their mind and exercise independent judgement, whilst operating with tact and diplomacy.
- Ability to work with others in a way that supports positive board dynamics.
- Ability to represent the organisation credibly externally.
- Availability and commitment to perform the role and dedicate the time required to fulfil the role.

Diversity

All applications are welcomed regardless of age, gender, ethnicity, sexual orientation, faith or disability. Causeway is particularly keen to further diversify the Board and ensure that it is representative of those we support. As those from an ethnic minority background, LGBTQ+ individuals and people with disabilities are currently under-represented on the Board, applications from those individuals would be particularly encouraged. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Minimum Time Commitment

Location

Causeway board meetings are held in person and online.

Hours/time-commitment

This is a voluntary position, but reasonable expenses are reimbursed.

The overall time commitment for the Treasurer is expected to be around 1-2 days per month.

There are four full board meetings a year that last approx. 2 hours, outside regular office hours.

Meetings are held on weekday evenings.

Papers for meetings are distributed 5 working days (plus a weekend) in advance of meetings.

As part of induction, trustees are expected to read relevant policies and complete induction training, which includes an introduction to our services, safeguarding, information governance, and EDI.

Additionally, there will be a one day in-person gathering, for strategic discussions and focussed training. Further meetings may be held in exceptional circumstances.

How To Apply

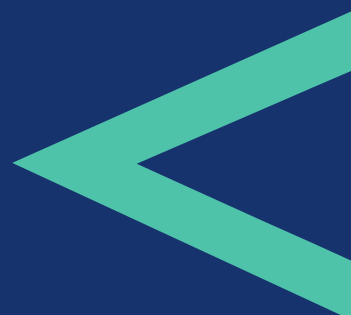
To apply, please submit a cover letter of no more than 2 pages outlining your reasons for applying and how your feel your experience and skills would support Causeway's vision and objectives. Please also include your CV, detailing your employment history.

To submit your application, or to enquire about organising an informal discussion about the role with Deepa Mistry Chief Finance Officer, prior to applying, please email deepa.mistry@wearecauseway.org.uk

If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email deepa.mistry@wearecauseway.org.uk and we will be happy to help.

CAUSEWAY

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    @CausewayCharity

www.wearecauseway.org.uk

Causeway (UK) is a company limited by guarantee registered in England and Wales (no. 5306512) and a registered charity (no. 1110311)