



Treasurer

CANDIDATE PACK

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Dear Potential Treasurer,

Thank you for your interest in the opportunity to join our Trustee Board as Treasurer.

Revival Wiltshire RASAC is a long-standing and well-respected charity with a strong and passionate staff team led by our amazing Centre Director.

Victims and survivors of sexual violence and abuse are at the heart of all our Charity's activities. We are the only specialist voluntary sector sexual violence and abuse service in Wiltshire, with over 28 years' experience in providing therapy and support for vulnerable victims and survivors.

The recently released Violence Against Women and Girls Strategy and the Government's pledge to halve violence against women and girls in the next ten years, are ambitious and Revival needs to meet the challenges these aims present. We need to be adaptable and similarly ambitious.

In the coming years, the Trustee Board will be working on diversifying fundraising streams to secure and support services for our ever-increasing referrals. We need a Treasurer who can provide financial oversight and support for our Centre Director and who can clearly explain financial implications of policy decisions to non-financial Trustees.

I hope our recruitment pack provides all the information you need and inspires you to take the next step in joining us as our future Treasurer. I'd be delighted to speak to you, introduce you to our other trustees or our team and the service, so please contact the TrusteeWorks team if you would like to arrange this.

Warm regards,

Fay Maxted OBE



Dear Potential Trustees,

Thank you so much for taking the time to read this and for considering joining our Board of Trustees. We truly appreciate your interest in our work and the difference we're trying to make in our community.

I joined Revival – Wiltshire Rape & Sexual Abuse Centre in 1998, when we were a small project within a wider mental health service. Back then, much of today's understanding of trauma was only just emerging. We were incredibly fortunate to have a small group of survivors acting as our advisory group—their honesty and lived experience kept us grounded and encouraged us through the early challenges.

Our focus was supporting adult survivors of childhood sexual abuse, both women and men, at a time when very few services offered this. We learned and grew alongside the developing research, which was both challenging and deeply rewarding.

Today, we are an independent charity supporting victims and survivors of sexual violence and abuse aged 16 and over. Our services are confidential, sensitive to individual need, free at the point of delivery, and available whether or not someone chooses to report to the police.

Traumainformed practice sits at the heart of everything we do. We work to embed the six core principles—Safety, Trustworthiness, Choice, Collaboration, Empowerment and Cultural Consideration—into every aspect of our work. This requires us to place great importance on supporting the psychological wellbeing of our staff and volunteers, which has helped us build a committed, experienced team.

Lived experience continues to guide us. Where it's safe and appropriate, we welcome survivors' involvement in shaping our services and influencing our direction. Their insight keeps our work relevant and grounded in what truly matters.

We're proud members of The Survivors Trust (TST) and are working toward UKASaccredited national service standards. Our counselling team is registered with Professional Standards Authority (PSA) recognised professional bodies, and we work within the British Association for Counselling and Psychotherapy's (BACP) Ethical Framework.

We're also committed to playing our part in reducing Violence Against Women and Girls locally—while being clear that our services are inclusive and available to all victims, regardless of gender.

I hope this gives you a warm sense of who we are and what we stand for. If you'd like to chat, ask questions, or find out more, we'd be genuinely delighted to speak with you.

Best regards

Maggi Hammond
Centre Director

About Us

Revival – Wiltshire RASAC offers free, confidential counselling and support for people who have been raped or sexually abused. It doesn't matter when or where. No one should suffer in silence. We are here to help survivors make sense of what's happened to them and begin to make life changing choices for themselves.

Revival - Wiltshire RASAC is an independent charity, providing specialist counselling and support to victims/survivors of rape and sexual violence/abuse (aged 16 and over), including recent and non-recent victims of child sexual abuse in Swindon and Wiltshire.

Our services are trauma informed, confidential, sensitive to the needs of the individual, free at the point of delivery and available irrespective of whether or not the individual wishes to report a crime to the police. We value and uphold the importance of accessible services for every sector of the community.

We afford safe space for each individual to be heard, come to terms with what has happened, develop positive coping strategies and move towards recovery. All staff understand the impact of trauma on those we provide services to, on themselves and on their colleagues. Policies and practice are designed to promote physical and emotional safety for all. To promote healing and avoid re-traumatisation we offer choice and foster empowerment. Our approach focuses on personal strengths and resilience.

Our professional counselling services can be delivered online, by telephone or on our premises in Chippenham, Salisbury, Swindon or Trowbridge. Our more experienced counsellors are trained to deliver pre-trial therapy meaning services are accessible before, during and after any criminal proceedings. Young people and adult survivors of recent sexual offences are offered a maximum of 12 sessions of 1:1 counselling, adult survivors of sexual abuse in childhood are offered up to 24 sessions.

In addition to our therapeutic counselling services we provide emotional support by telephone/email and signposting to other services on the Survivor Pathway. We introduced Eye Movement Desensitisation and Reprocessing (EMDR) and Trauma Informed Yoga Practice toward the end of 2023.

In line with other specialist organisations, demand for the service continues to grow year on year. Individuals are very welcome to self-refer but other referrals come through local GP surgery staff, IAPT services, local authorities, mental health trusts, SARC/ISVA service, police, DV and other voluntary sector services.

Governance

Working collaboratively, the Board of Revival - Wiltshire RASAC takes responsibility for the overall direction, effectiveness, supervision and accountability of the Charity – Governance. To achieve this, the Board needs to work constructively with the Centre Director, staff, volunteers, service users, Members and all other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the Charity was set up.

As both a registered Charity and a Company Limited by Guarantee the Trustees of the organisation fulfil the roles of both Trustees in Charity Law and Directors in Company Law.

Further information about these roles is contained in the Charity Commissions booklet ‘The Essential Trustee: What you need to know’ that can be accessed [here](#). We can also arrange for you to attend a short virtual training event hosted by members of the charity team at Stone King LLP – The essential trustee and governance in practice or similar training.

In addition to relevant legislation and regulation, the Board of Trustees must also bear in mind the specific requirements and powers of their governing document, the Memorandum and Articles of Association adopted in February 2003, updated in May 2005, September 2012, September 2015 and October 2017. This document provides a set of procedures and rules for running the organisation, making it clear to Trustees and stakeholders how the organisation is to conduct its affairs. It is the responsibility of The Board of Trustees to ensure that all work undertaken by the Charity is in accordance with this document. In addition, Trustees are required to comply with the Code of Governance (Appendix 1) and the Directors Conflicts of Interest Policy (Appendix 2).

Trustees are elected by their peers who are the Members of the organisation. Each Board member must keep their Membership up to date throughout the period of their involvement with the organisation. The Articles of Association makes provision for up to nine Trustees serving on the Board at any one time. This allows for a wide range of skills and knowledge to be incorporated into the management team both to sustain the organisation and support its development. The Board is very keen to hear from suitable applicants and is actively seeking to recruit to the Board.

The Board delegates day to day responsibility for the management of the services provided by the Charity to the Centre Director who is accountable to the Board of Trustees through a designated Trustee who provides regular line-management supervision and annual appraisal. The Centre Director attends all meetings of the Board of Trustees to give regular reports on the activities undertaken by the organisation.

There is a wide range of policy documentation in place addressing the Governance and day to day management of the organisation. The Board operates a schedule to review policies on a regular basis to reflect current good practice and to preserve the integrity of the organisation.

About the Role

Now is an exciting time to join the Board of Trustees at Revival – Wiltshire Rape and Sexual Abuse Centre (RASAC) and help guide the next chapter of our organisation's journey. As our new Treasurer, you will be at the heart of ensuring we continue to provide free, confidential therapeutic support to people of all genders, aged 16+, who have experienced rape, sexual abuse, or sexual exploitation.

This is a profound opportunity to use your professional skills and financial management understanding to make a meaningful, lasting impact. Your contribution will help us to continue providing trauma informed, confidential services, sensitive to the needs of the individual.

Overall Purpose

The Treasurer will oversee the financial matters of the Charity in line with good practice and in accordance with the governing document and legal requirements and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the Charity.

Despite the additional responsibility the Treasurer will have in overseeing the financial matters of the Charity, all Trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the Charity.

Role Description

- Liaising with staff responsible for the financial activities of the organisation.
- Liaising with the Charity's auditors or independent examiner.
- Monitoring and advising on the financial viability of the Charity after liaising with the Charity's auditors.
- Creating sound financial instruments for the control of charity assets.
- Implementing and monitoring specific financial controls and systems ensuring that these are adhered to.
- Advising on the financial implications of the Charity's strategic plan.
- Liaising with the Charity Secretary and staff responsible for financial activities to ensure that the Charity's annual accounts are compliant with current regulation.
- Maintaining sound financial management of the Charity's resources, ensuring expenditure is in line with the Charity's objects.
- Contributing along with other Trustees to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts to the Board of Trustees and other stakeholders, drawing attention to important points in a coherent and easily understandable way.

Person Specification

Skills

We are looking for someone who demonstrates:

- Ability to present complex financial information clearly to non-financial trustees.
- Strong organizational skills and meticulous attention to detail.
- Proficiency in financial software, online collaborative systems, and virtual board communications.
- Sound independent judgment and strong problem-solving skills.
- Conscientious, trustworthy, and diligent.
- Collaborative, willing to mentor or support other trustees in financial understanding.
- Hands-on when necessary, but focused on oversight and strategic guidance.
- Strategic thinker, able to balance risk and opportunity.
- Willing to contribute & take oversight in areas such as forecasting, budget-setting, and liaising with auditors.
- We seek individuals who bring energy, enthusiasm, and commitment to the role, while contributing to the diversity of thought on our board.

Personal Attributes

The ideal person will be:

- Deeply committed to supporting survivors of rape, sexual abuse and sexual exploitation.
- A strategic thinker who can also adopt a practical, hands-on approach when needed.
- Dedicated and reliable, with the time and flexibility to respond when issues arise—particularly important within a small and responsive organisation.
- Collaborative, adaptable and open to new ideas.
- Comfortable with constructive challenge and open debate, while maintaining a positive and cohesive board environment.
- Resilient, with the ability to navigate complex political, social and funding landscapes.

In addition to the specific duties of the Treasurer, the postholder will also share the responsibilities and qualities of all Trustees.

Support Provided

- You will receive an induction and ongoing support from the current Trustee Board to help you settle confidently into the role.
- Our Centre Director provides administrative support for the Trustee Meetings as well as on service delivery and financial reports.

Role Description - Trustees

Our Board needs new Trustees! As well as our new Treasurer, we are looking to add a number of Trustees to our warm and welcoming Trustee Board. We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board. We want the board to reflect the people we work with and to have a range of different voices within it.

Overall Responsibilities:

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Charity, financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the Charity. For example, all Trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

General Responsibilities of all Trustees

- Have an understanding of and commitment to the values of Revival – Wiltshire RASAC, its vision and mission statement.
- Act on behalf of the Charity and its beneficiaries to ensure the focus is always on the charitable objectives and providing public benefit.
- Ensure the operational plan and budget reflect the agreed strategic direction as set by the Board, and are appropriate.
- Hold the Centre Director to account for the achievement of agreed targets and provide them with regular, constructive feedback on both management and overall achievement.
- Support the Centre Director when requested, sharing expertise as a member of a working group or in other appropriate ways.
- Agree the Charity's policies and ensure they will assist in the achievement of the strategic aims and operational plans.
- Ensure the Charity has satisfactory financial control systems and procedures in place, and review the level of risk annually.

- Maintain an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship, attending appropriate training to keep knowledge up to date.
- Reflect on the performance of the Board as a whole and on your individual performance as a Trustee annually.
- Attend Board meetings, read relevant papers and be prepared to contribute, working with fellow Board members as a team.
- Safeguard Revival – Wiltshire RASAC’s reputation and other intangible assets, avoiding any personal conflict of interest to engender public confidence and trust in the Charity.
- Be prepared to act as a spokesperson, attending events as an ambassador of the Charity, networking and promoting the work of the organisation.
- Assist with fundraising by speaking, networking and otherwise seeking business development opportunities in conjunction with the Centre Director.
- Maintain absolute confidentiality about all aspects of the Trustees’ business, bearing in mind the over-riding legal obligations placed upon Trustees.

Statutory Duties

Some of the above duties and responsibilities are specifically covered by statute. The following is a précis of the legal duties Trustees must fulfil:

- Duty of trust;
- Duty to comply with the Charity’s governing document;
- Duty to act in the best interests of the Charity, present and future beneficiaries;
- Duty to avoid conflicts of interest;
- Duty to safeguard assets;
- Duty not to benefit from their position;
- Duty of care;
- Duty to act personally;
- Duty to act collectively;
- Duty to keep accounts;
- Duty to act within powers;
- Duty to promote the success of the company;
- Duty to exercise independent judgement;
- Duty to exercise reasonable care, skill and diligence;
- Duty not to accept benefits from third parties; and
- Duty to declare interest in proposed transaction or agreement.

Accountability

As the Board are responsible and liable for the governance and functioning of the Charity, they are accountable in varying degrees to a variety of stakeholders, including: Members, beneficiaries, funders, the Charity Commission, and other regulators (eg Companies House).

Furthermore, there is a growing demand within the sector and the wider general public, for charities to be open and accountable for their actions and inactions. Evolving best practice would therefore lead Trustees to consider the wider implications of the decisions they make, and to communicate widely the formal reasons behind such decisions or actions.

Skills and Requirements

- A strong commitment to addressing and eradicating sexual violence.
- Ability to build positive and effective relationships with fellow Board members, staff, volunteers, and external stakeholders.
- Relevant skills, knowledge, and experience necessary to fulfil the responsibilities of a Trustee.
- Capacity to understand, implement, and adhere to organisational policies and standards.
- Willingness to dedicate time and energy to actively contribute to the work of Revival – Wiltshire RASAC.

Lived experience of the issues faced by individuals we support is also much welcomed.

Our commitment to Equity, Diversity and Inclusion

We are committed to creating an environment where everyone feels valued, respected, and empowered. We know that diverse backgrounds, perspectives, and experiences strengthen our organisation, enhance our effectiveness, and enable us to better support the individuals and families who rely on us.

We actively strive to ensure that intersecting identities are recognised, valued, and represented across our Trustee Board and wider organisation. This includes, but is not limited to, people of colour, young people, LGBTQ+ individuals, and those with lived experience of socio-economic inequality.

As we recruit for these Trustee roles, we are particularly eager to attract candidates who share our commitment to fostering an inclusive culture and are passionate about advancing equity, diversity, and inclusion in every aspect of our work.

We are also committed to providing reasonable adjustments to ensure a fair and accessible recruitment process. Applicants are encouraged to let us know of any support needed to enable full participation. Together, we can build a more inclusive and equitable future.

Why You Should Join Our Trustee Board?

As a small charity, Revival – Wiltshire RASAC values the dedication, time, and expertise of our Board members. By joining our Trustee Board, you can expect:

- A warm and supportive welcome into the organisation.
- The satisfaction of making a real difference in the lives of those we support and ensure that survivors across Wiltshire get access to the services they need and deserve.
- The opportunity to contribute to the next development phase of a vital, survivor centred organisation.
- Opportunities to develop your leadership skills and gain valuable experience.
- The chance to achieve more collectively than you could on your own.
- The opportunity to apply your experience and skills to make a meaningful contribution in the voluntary sector.
- Reimbursement of out of pocket expenses.

Terms Of Office

Trustees are appointed on a voluntary basis for a 3 year term, with the option to extend this for one further 3 year term.

Before appointment and after the interview process with the Selection Committee is complete, each prospective Trustee's Application Form will be formally submitted to the Management Committee for their consideration, prior to the nomination being commended to the Members for election.

If the Management Committee agree to put the proposed Trustee's name forward it will be at this stage that arrangements will be made to obtain an Enhanced DBS Disclosure Certificate. Nominees will also be required to write a brief resume/pen portrait that will be presented to the Members to assist them in making their choice. Should the number of nominations commended to the Members outweigh the number of vacancies that exist, the Members will hold either a vote or ballot.

While it is not essential for any Trustee applicant to be a Member on application, it will be an essential to become a Member on appointment.

Time Commitment

- The board typically meets once a month in the evening via Teams for 1–2 hours.
- Meetings include updates from the centre director and general discussion of organisational progress.
- Additional work between meetings is minimal, mostly administrative tasks.
- Communication between meetings happens through WhatsApp, email, or informal catch-ups.
- Occasionally, strategy or group meetings with staff occur, though these are infrequent.

Altogether, the expected time commitment for the Treasurer is one day a month.

The expected time commitment for Trustees is 3-4 hours monthly.

Training

It is important that Trustees have sufficient relevant knowledge to inform the work of the Board to ensure it complies with all relevant legislation. Training can enhance the performance of individuals and of the Board as a whole and may be undertaken by individual Members who will share this knowledge within the team or, by the whole Board subject to availability and cost.

Trustees may identify their own personal development needs related to their role.

How to Apply

The TrusteeWorks Team at Reach Volunteering are supporting Revival-Wiltshire RASAC with their Trustee recruitment.

Applications should be made via TrusteeWorks in the first instance. To apply, please send a CV with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to our Board.

Please add anything else that you think is relevant to your application. This might include personal, organisational or counselling experience; paid or unpaid work etc. Tell us how you think it is relevant to working with Revival-Wiltshire RASAC.

If you would like to talk to one of the TrusteeWorks team or one of our existing Trustees before you apply, please contact the TrusteeWorks team to arrange it.

Please send applications and enquiries to: trusteeworks@reachskills.org.uk

Applications will be accepted until 5pm on Friday the 1st of May. Initial interviews for the position of Treasurer will be held online on the 15th of May with final interviews being held on the 5th of June (with alternative dates possible dependent on circumstance and availability). Interview dates for the role of Trustee are as yet to be agreed.



Appendix 1: Code of Governance

Code of Conduct

This Code is based on the 'Seven Principles of Public Life' produced by The Nolan Committee on Standards in Public Life (1994) to ensure high standards and make it clear how any potential conflicting interests are to be raised and dealt with.

Selflessness

- Trustees of Revival - Wiltshire RASAC have a general duty to act in the best interest of Revival - Wiltshire RASAC as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any organisation they come from or represent.

Integrity

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should avoid accepting gifts and hospitality.

Objectivity

- In carrying out their role, including making appointments (including Trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Revival - Wiltshire RASAC's Trustees should ensure that decisions are made solely on merit.

Accountability

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to reserve public confidence in Revival - Wiltshire RASAC.
- Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to whatever scrutiny is appropriate to their role.

Openness

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

- Have a duty to declare any interests relating to their Trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a Trustee conflicts with their Trustee duties, he/she must resolve this conflict in favour of the Trustee role;
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside of Revival - Wiltshire RASAC.

Leadership

- Should promote and support the principles of leadership by example
- There will be circumstances under which Trustees will be working directly with the organisations' staff. Guidelines for such working relationships must be clear in advance to both staff and Trustees.

Appendix 2: Directors Conflicts of Interest Policy

[NB The term ‘Director’ will be used throughout this policy as Revival - Wiltshire RASAC is a company limited by guarantee even though the organisation may refer to the directors as management committee members or trustees etc.]

Aims

- To ensure directors own personal interests or interests which they owe to another body do not conflict with the interests of the Charity.
- To protect the integrity of the organisation’s decision making process to enable stakeholders to have confidence in the organisations integrity and to protect the integrity and reputation of volunteers, staff members and directors.
- To develop procedures and keep records to show conflicts of interests.
- To comply with the recommendations set out by the Charity Commission.
- To ensure the Charity works within the Law.

Organisational Structure

- Directors have all read CC3 – The Essential Trustee – The Charity Commission, May 2018.
- Advice will be taken from the Charity Commission where appropriate.

Policy Statement

The Directors are individually responsible for declaring conflicts of interests.

The Charity is legally accountable for inappropriate actions from undeclared Conflicts of Interest and for any inappropriate action when a conflict of interest is declared. This policy is meant to supplement good judgement. Staff, volunteers and Directors should respect its spirit as well as its wording.

Examples of conflicts of interest include:

1. A Director who is also a user may be faced with a decision in a committee meeting regarding changes to service provision.
2. A Director who is related** to a member of staff may be faced with a decision to be taken on staff pay and/or conditions at a committee meeting.
3. A Director who is also on the committee of another organisation that is competing for the same funding.
4. A Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is**.

** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner

Implementation

Upon appointment each Director will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

In the course of meetings or activities, Directors will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Director's best interests or a conflict between the best interests of two organisations that the Director is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the un-conflicted directors may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the Memorandum of Association or already authorised in writing from the Commission;
2. The Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. The Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting;
4. The other Directors who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying;
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.