

Governance Officer – Candidate Pack

April 2024

Welcome

Thank you for your interest in joining Rape Crisis England & Wales.

We are a feminist membership organisation for 39 specialist Rape Crisis centres across England & Wales. Together with our members, we aim to educate, campaign and use our collective voice to end sexual violence and improve services for survivors. We also run our 24/7 Support Line, in partnership with our member centres.

RCEW has seen significant growth over the past few years, but as is the case for many charities, the future is uncertain. We want to ensure we adapt to our growth, make the most of our resources and work as efficiently as we can, and to ensure our charity continues to thrive in the future.

We're looking for an experienced Governance Officer, who can plan and organise meetings of our trustees and ensure accurate records of those meetings in line with Charity Commission guidance and requirements.

We're a passionate, principled and hard-working team, so it's important to us that your values align with ours. These are:

- Intersectional feminism
- Empowerment
- Solidarity
- Survivor-focus
- Being bold and brave
- Empathy, love and trust

In line with these values, we offer a generous package of support for our staff including wellbeing hours and clinical supervision, and encourage flexible working.

We warmly welcome applications from candidates from diverse backgrounds, and encourage anyone who is interested in the role to get in touch with recruitment@rapecrisis.org.uk with any questions.

Ciara Bergman
CEO

The Governance Officer role

Hours:	22.5 hours per week
Salary:	£28,750.00 - £33,500.00 (pro rata), plus 6% pension contribution
Annual leave entitlement:	25 days per annum plus statutory Bank Holidays (pro rata)
Nature of contract:	18 months (fixed term contract)
Reports to:	CEO/COO
Location:	Flexible (homeworking), with occasional travel in the UK, by arrangement

Key responsibilities

The Governance Officer will work closely with the Chief Operating Officer and Chief Executive Officer (CEO) to support our Board of Trustees, ensuring overall good governance through the organisation and recording of board meetings, collation and dissemination of paperwork, and proactive and solution-focused working.

Main responsibilities

- Manage the RCEW Governance Calendar, ensuring dates and invitations for all meetings (board, sub-groups, AGMs, EGMs etc) are agreed with trustees and coordinated with the senior management team (SMT) as required.
- Making practical arrangements for scheduled meetings, including coordinating logistics and setting up or booking meeting spaces (online and in person).
- Collating and disseminating accurate papers for all board and subgroup meetings in a timely way, and ensuring that all minutes and papers are stored appropriately on RCEW's cloud storage system.
- Attending and minuting board meetings and ensuring decision-making is recorded in line with Charity Commission and other relevant guidance
- Manage the board of trustees' action tracker form, ensuring all actions and their status is recorded, and prompting trustees/staff to complete actions where necessary.
- Observe strict confidentiality in all matters pertaining to RCEW governance and organisational management.

- Provide executive support to the CEO/COO and wider Senior Management Team as required, for example scheduling team/away days
- Supporting the recruitment and induction of new trustees, ensuring that the Charity Commission is kept up to date with relevant trustee details
- Ensure that governance and compliance-related folders and data are kept up to date

General responsibilities:

We ask all RCEW employees to:

- Adhere and contribute to the promotion and further cultivation of RCEW's values, ethos, aims and objectives in all aspects of their work.
- Attend and participate in individual supervision, staff meetings and training / continuing professional development opportunities as appropriate and required.
- Comply with all RCEW policies and procedures.
- Have a willingness and ability to work flexibly, including on weekends and outside ordinary office hours from time to time, to accommodate the needs of the organisation and its trustees (who are themselves volunteers).

NB: *This list is indicative only, not exhaustive. It is intended to reflect a range of duties the post holder will be expected to perform but additional duties commensurate with the role may be required. The job description will be reviewed from time to time and may change in light of experience and changing circumstances, in consultation with the post-holder.*

Person specification

	Essential	Desirable
Knowledge, skills and experience		
Demonstrable experience of supporting charity governance.	X	
Familiarity with Charity Commission and other guidance, and ability to proactively and practically implement this.	X	
Experience of organising and scheduling meetings and other events, sequencing these appropriately.	X	
Excellent written skills, and ability to proof documents for accuracy, style, tone and sense.	X	
Experience of minuting board-level meetings, producing accurate and clear minutes, and checking documents for grammar, consistency, sense and tone.	X	
Experience of managing confidential and sensitive information appropriately.	X	
Familiarity with small and medium sized charity environments, and able to manage uncertainty.	X	
Excellent time management and prioritisation skills and ability to work on own initiative.		X
Experience of working or volunteering in charities and/or with specialist services for women and girls, and knowledge of the challenges they face		X
Personal attributes		
Commitment to the vision, mission, aims and values of RCEW.	X	
Commitment to, and evidence of, continued personal and professional development; willingness to take up relevant training and development opportunities.	X	
Flexible, pragmatic and solution-focused.	X	
Other requirements		
An up to date DBS Certificate or willingness to complete a DBS check	X	

How to apply

Please complete the application form, including a supporting statement of up to 2 pages that sets out why you're interested in this role, and how you meet the criteria, using examples.

We would be grateful if you would also complete the Equality and Diversity monitoring form. This form is for monitoring purposes only and is not treated as part of your application.

Please send your completed application and monitoring forms to **recruitment@rapecrisis.org.uk**

Key dates:

- Closing date for applications: 16th May 2024 by 9am
- Panel interviews (online): 30th and 31st May

Contacting us

All contact regarding your applications should be made to: **recruitment@rapecrisis.org.uk**

If you have not heard from us by 25th May, please assume you have not been successful.

Please note: we will not respond to unsolicited approaches by recruitment agencies via this email address.

Thank you for your interest in Rape Crisis England & Wales – and good luck!