

CHIEF EXECUTIVE OFFICER (CEO)

BRIEF AND APPLICATION PACK

November 2020

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WELCOME

Thank you for your interest in Rape Crisis England & Wales (RCEW), and in potentially joining us in the role of Chief Executive Officer (CEO).

We are a feminist organisation and the national umbrella body for our network of 39 autonomous member Rape Crisis Centres. Each Centre provides a holistic range of specialist support and advocacy services to people whose lives have been impacted by child sexual abuse, rape and all forms of sexual violence.

We exist to support, improve and represent these specialist services, and to amplify the voices and promote the needs and rights of women and girls who have experienced sexual violence and abuse of any kind at any time.

We raise awareness and understanding of sexual violence and abuse – among the wider community, in the media and with government – and work in partnership with others, for the benefit of all survivors. Our ultimate vision is a world where everyone is free from the fear and experience of sexual violence and abuse.

Our new CEO will be joining the organisation at a significant moment of both challenge and opportunity. We'll be looking to her to lead an inclusive process of setting our direction and defining our goals for the future.

She will have responsibility for RCEW's business development, diversifying our income streams and exploring new and innovative options for generating unrestricted income. This vital work will safeguard our organisation and enable its sustainable growth in the global context of uncertain times ahead.

As a strong strategic leader, the new CEO will support our Board in ensuring the charity's good governance, and instil and sustain an anti-racist feminist culture throughout RCEW.

She will promote the organisation and, crucially, ensure the needs and rights of woman and girl survivors are included and represented at every level, including in national policy and the media, by supporting our existing small and dedicated staff team.

Experience in the field of sexual violence and abuse is not a requirement for this role, but commitment to upholding the needs and rights of survivors is important, as is an understanding of violence against women and girls as a cause and consequence of gender inequality.

We are looking for a feminist woman, committed to substantive equality, anti-racism and anti-oppression, with the skills and knowledge to lead us into the future and develop our resilience.

We particularly welcome applications from Black and minoritised women.

If you think you could be the new CEO for Rape Crisis England & Wales (RCEW), we look forward to hearing from you.



Dawn Thomas and Jodie Woodward
Co-Chairs

INTRODUCING

RAPE CRISIS ENGLAND & WALES

Our history

Rape Crisis England & Wales (RCEW) first registered as a charity in 2007, later converting to its current Charitable Incorporated Organisation (CIO) status in 2013.

Despite our relative youth as an organisation, we are proud to be part of a grassroots, feminist Rape Crisis movement, which has been active nationally and globally for nearly 50 years.

Our structure

As a result of the significant funds we've been successful in securing for direct distribution to our members in recent years, our annual accounts, as well as the impact of our work, give the impression of RCEW as a much larger organisation than it is.

In fact, we are a small national charity with seven members of staff and a handful of contractors delivering all our work, with the support of a Board of 15 Trustees.

We have an office in Leeds where the majority of our staff members are based, with other colleagues in London and Essex.

Our Board is made up entirely of women who work or volunteer in one of our member Rape Crisis Centres, including Regional Trustees, Honorary Officers and Co-optees. This is part of what we feel makes us a genuinely representative national umbrella body.

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RAPE CRISIS ENGLAND & WALES

Our membership

We currently have 39 member Rape Crisis Centres in our network, working across 49 geographical locations in England and Wales.

Our member Centres are independent, community-based charities that work from a trauma-informed perspective to provide confidential, specialist services.

Every year, they give specialist support to tens of thousands of survivors of all forms of sexual violence and abuse, the majority of whom are women and girls.

This specialist work includes:



Advocacy, including Independent Sexual Violence Advocate (ISVA) services



Helplines, including by telephone, email, text (SMS) and live chat



One-to-one counselling, therapy and face-to-face emotional support



Group work

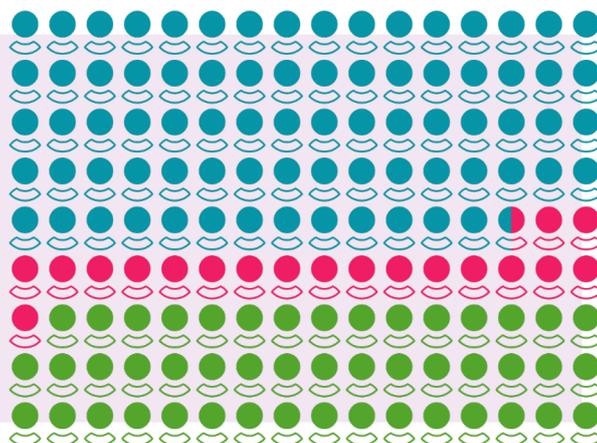


Training, awareness-raising and prevention work



Services for specific groups of survivors e.g. young women and girls, Black and minoritised women, Learning Disabled women

In the year to 31st March 2020, our members provided **over 775,000 sessions** of specialist counselling, support and advocacy, and handled nearly **195,000 telephone and online contacts**, for **over 66,000 individual survivors**.



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RAPE CRISIS ENGLAND & WALES

Each of our member Centres commits to being women-led and to providing women-only safe space. This is because we acknowledge women and girls are disproportionately impacted by sexual violence and abuse. We also recognise that, as a form of violence against women and girls, sexual violence and abuse are both a cause and consequence of gender inequality. And despite woman and girl survivors consistently telling us they need and want them, women-only spaces are rarely offered within mainstream services.

Over half our member Centres now also provide specific sexual violence and abuse support for male survivors, and all are committed to ensuring any survivor can access services, through direct provision and/or partnership-working and signposting.

All our members also adhere to our specialist Rape Crisis National Service Standards (RCNSS), which enables them to demonstrate the quality and professionalism of all their services. The RCNSS are a benchmark for excellence and cover each Centre's work with all survivors who are eligible to access them, including women and girls, men and boys, trans and non-binary people, and children, young people and families.

Our services to members

While each of our member Rape Crisis Centres is autonomous and separately funded, we support their sustainability and strengthen their capacity to provide high quality, specialist services after the trauma of child sexual abuse, rape and all forms of sexual violence.

The support and services we provide to our members include:

- our Rape Crisis National Service Standards – a robust set of bespoke quality standards
- specialist training programmes, workshops and webinars
- toolkits to support their specialist work, on topics such as data collection, monitoring and evaluation, fundraising, equality and diversity, engaging with the media
- a regional network, regular meetings to share knowledge and best practice and offer peer support, and an annual conference
- a members' only area of our website and regular members' e-bulletins filled with useful news and resources
- representation in the media and with government, policy-makers and other partners through our national strategic work
- opportunities for direct funding investment, for example through our recent Digital Transformation project

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RAPE CRISIS ENGLAND & WALES

Promoting the needs and rights of survivors

Alongside our services to our members, as a national organisation we strive continually to amplify the voices and promote the needs and rights of women and girls who have been subjected to sexual violence and abuse.

We raise awareness and understanding of child sexual abuse, rape and all forms of sexual violence, its prevalence and impacts, and we challenge and change public attitudes, for the benefit of all survivors and of society as a whole.

We achieve these aims through:

- strategic advocacy and policy work with government and other partners, including submitting evidence to inquiries, contributing to research, participating in multi-agency and stakeholders' meetings and forums, and responding to consultations
- providing a national voice and confronting harmful myths and stereotypes in broadcast, print, digital and social media interviews and commentary, and campaigning with partners and allies
- direct work with survivors, by email, through resources and information on our website, and most recently through our new national Live Chat service for women and girls aged 16+, launched in October 2019

INTRODUCING

RAPE CRISIS ENGLAND & WALES

Looking to the future

Over the last four years, our work and direction has been steered by five strategic priorities:



It's been a productive period, during which we've had the opportunity to invest significantly in our membership, and deliver a number of projects. This has included our ambitious National Lottery Community-funded Weaving the Web programme to complement, enhance and improve access to Rape Crisis services through digital service provision.

It has also been a time of significant challenge for our Rape Crisis movement and for survivors. Increased resourcing for our specialist work has failed to keep pace with unprecedented levels of need and demand, while criminal justice outcomes are at an all-time low. Most recently, the impact of COVID-19 on mental well-being and service delivery has been huge.

With our Weaving the Web project entering its fifth year, and our long-standing CEO's recent departure, we're now considering our direction and objectives for the future.

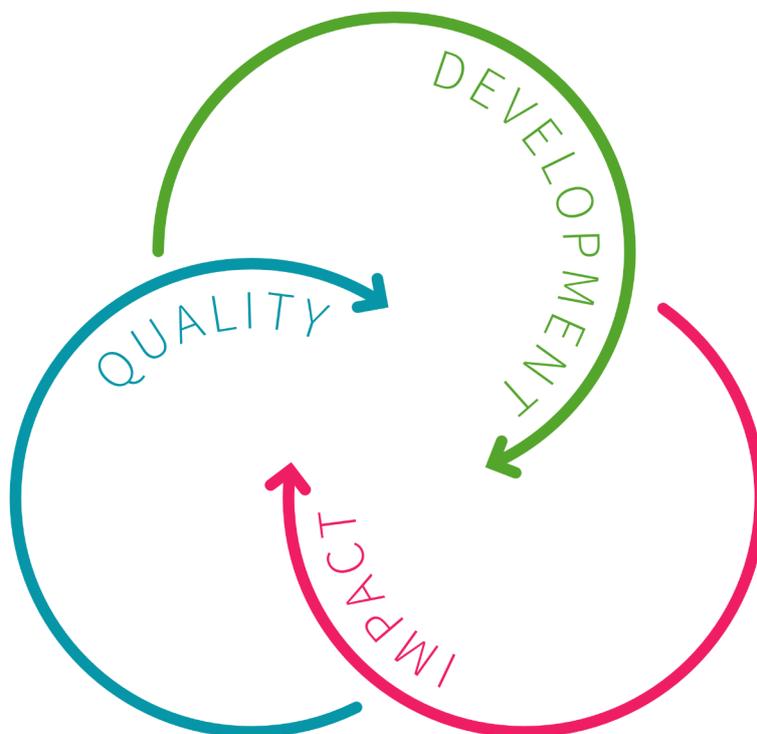
We've already identified anti-racism work, and addressing the inequalities faced by minoritised women and girls who have experienced sexual violence and abuse, as key strands to incorporate into our strategic plans going forward. This will include anti-racism training and improving the representation of Black and minoritised women on our Board.

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It will mean including the recommendations of the Reclaiming Voice: Minoritised Women and Sexual Violence report from our partners at Imkaan in our plans, and resourcing and supporting a national Black and Minoritised Women and Girls Advisory Group for our network.

We've also consolidated our overarching strategic priorities for the future into the three main areas of Development, Quality and Impact.



Now we're looking for the right woman to support us with a close examination of our structures and relationship with our members, and to lead on the creation and implementation of our new strategic and business plans. If this could be you, we hope you'll read on and apply.

Find out more about Rape Crisis England & Wales:
rapecrisis.org.uk

WHAT WE WANT YOU TO DO

OUR DESCRIPTION OF THE ROLE AND ITS RESPONSIBILITIES

Hours:	37 per week (full time)
Salary:	£50,000 - £55,000 per annum, plus 3% pension contribution
Annual Leave entitlement:	25 days per annum plus statutory Bank Holidays
Nature of contract:	2 years in the first instance, with a view to future permanence subject to funding and achievement of objectives
Accountable to:	The RCEW Board of Trustees
Location:	Flexible (including home working as needed), with regular access to Leeds and London

Main purpose of the role

To lead and develop Rape Crisis England & Wales (RCEW), ensuring it is a well-managed, resilient and highly regarded national charity that achieves its strategic objectives.

Key responsibilities

Strategic leadership:

- Work with the Board of Trustees, and consult with the staff team, membership, woman and girl survivors and others, to develop and define a clear, strong vision and direction for the future of the organisation
- Lead on and be responsible for the creation, ongoing development and implementation of the organisation's strategic, business and annual plans
- Foster, model and promote an inclusive, feminist, anti-racist and anti-oppressive organisational culture that reflects RCEW's ethos and values
- Be accountable to the Board of Trustees for the overall financial health of the organisation

WHAT WE WANT YOU TO DO

OUR DESCRIPTION OF THE ROLE AND ITS RESPONSIBILITIES

Good governance:

- Report and present to the Board on the organisation's progress against its plans, any risks, challenges and changes, and all information relevant and necessary to the effective discharge of the Board's duties, including strategic decision-making
- Develop and share proposals with the Board for the implementation of its objectives and the ongoing development of the organisation
- Support the Board in its ongoing process of self-assessment, development and improving its diversity and representation
- Ensure the charity meets its constitutional, regulatory and legal obligations

Business development:

- Develop and oversee an income generation strategy that ensures the organisation's sustainability and enables its sustainable growth
- Develop and implement the organisational structures needed for effective delivery of RCEW's objectives and sustainable growth
- Generate new funding and income opportunities through networking and developing partnerships, including with major donors, corporates and trusts
- Increase the unrestricted income of the charity, including developing, proposing and implementing new and innovative approaches to its income generation activities
- Be responsible for maintaining and developing strong, long-term relationships with a diverse range funders and donors, both existing and new

Representation:

- Promote the objectives and good reputation of the organisation and its members among external stakeholders, including government and media, and support and empower the RCEW team to do likewise
- Build, support and oversee strong relationships with RCEW's members, allies and supporters, partners and coalitions, funders and commissioners, government, opposition and other politicians, policy and decision-makers
- Ensure the needs, rights and voices of woman and girl sexual violence and abuse survivors are represented, amplified and heard in national policy and the media

WHAT WE WANT YOU TO DO

OUR DESCRIPTION OF THE ROLE AND ITS RESPONSIBILITIES

Organisational management:

- Ensure policies and processes that support good communication, staff health and well-being, and safe and effective delivery of work are in place and adhered to throughout the organisation
- Take overall responsibility for the staff team, its management and performance
- Ensure the effectiveness of the organisation's work is captured and demonstrated through robust monitoring and evaluation, and any learning shared throughout the team and with the Board, survivors, funders and other partners as appropriate
- Oversee and ensure robust financial management processes for the charity

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.

WHO WE ARE LOOKING FOR

OUR PERSON SPECIFICATION AND SELECTION CRITERIA

Values:

- Strong commitment to feminism, inclusion, substantive equality, social justice, anti-racism and anti-oppression
- Commitment to upholding and promoting the needs and rights of women and girls whose lives have been impacted by sexual violence and abuse of any kind at any time
- Recognition and understanding of sexual violence and abuse as forms of violence against women and girls, and of violence against women and girls as both a cause and consequence of gender inequality

Approach and attributes:

- Proactive, enthusiastic and motivated
- Empowering, inclusive and collaborative leadership style
- Skilled problem-solver with a solution-focussed approach
- High standards of professional and personal integrity
- Clear and confident communicator, both in writing and speaking, and across a diverse range of audiences and contexts
- Analytical, strategic and creative thinker, able to summarise and present complex information as clear proposals for decision and action, and also to generate new and innovative ideas and approaches
- Commitment to own continuing professional development and improvement

Skills, experience and knowledge:

- A proven track record of effective strategic leadership and/or management
- In-depth knowledge and understanding of small to medium sized charities and their good governance
- Experience of working with and/or serving on a charity's Board of Trustees
- Demonstrable experience of developing and implementing strategic and business plans
- A proven track record of successful income-generation for charities, from a range of sources and by diverse means
- Experience and understanding of sound financial management
- Experience of building and maintaining a range of high level professional partnerships and relationships

WHO WE ARE LOOKING FOR

OUR PERSON SPECIFICATION AND SELECTION CRITERIA

- Knowledge and experience of strong monitoring, evaluation, quality assurance and reporting practices
- Understanding and awareness of sexual violence and abuse, its prevalence and impacts, and child and adult safeguarding
- Understanding and awareness of the political and economic climates in which charities – and sexual violence and violence against women and girls organisations in particular – work, and the past, current and future challenges they face

Other requirements:

- Willingness and ability to work flexibly, including on weekends and outside ordinary office hours from time to time, in order to accommodate the needs of the organisation and its Trustees (who are volunteers)
- Willingness and ability to travel when needed, in particular to London and Leeds
- Willingness to complete a DBS (Disclosure and Barring Service) check (or up-to-date DBS certificate)
- Female – this is a Genuine Occupational Requirement (GOR) under Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements) of the Equality Act (2010)

OUR EXPECTATIONS

OF ALL RAPE CRISIS ENGLAND & WALES (RCEW) EMPLOYEES

RCEW employees...



1. See the big picture

They have a broad knowledge and understanding of the wider political context in which they are working and of the diversity of member Rape Crisis Centres (RCCs)



2. Prioritise the good of the organisation

The good of the Rape Crisis movement as a whole, and of women and girls who have experienced sexual violence and abuse, actively promoting RCEW values in all aspects of their work



3. Are adaptable

They are responsive to the changing needs of the organisation and of the RCEW membership



4. Communicate openly and honestly

They are professional and approachable and make efforts to understand the viewpoints of others



5. Are solution-focused and have a 'can do' attitude

They understand there will be tough times and problems. They don't seek to blame others but take responsibility for what they can do to be part of the solution.



6. Take responsibility

For their own work and share responsibility for the work of the organisation as a whole. They are self-motivated, can self-manage, and are enthusiastic about problem-solving and driving forward RCEW's aims and objectives as an equal and valued member of a team



7. Multi-skill

They actively seek out training and development to enable them to take on a range of roles and tasks

HOW TO APPLY

Rape Crisis England & Wales is committed to creating and maintaining an inclusive, anti-racist, anti-oppressive and feminist workplace and working culture.

We encourage applications from women who would contribute to the diversity of our organisation.

We particularly welcome applications from Black and minoritised women.

Due to the nature of this role, we will be considering female applicants only for this position, in accordance with the provisions of Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements) of the Equality Act (2010).

Applying

If you're interested in this role and would like an informal conversation with a member of our Board before applying, please email recruitment@rapecrisis.org.uk to be put in touch.

To apply, please download an application form from <https://rapecrisis.org.uk/get-involved/join-us/vacancies/>, complete and return it by email to recruitment@rapecrisis.org.uk before the deadline.

To support us in our commitment to a genuinely inclusive workplace, we ask that you also complete and submit our brief equality and diversity questionnaire. This will help us monitor and improve our processes. Your responses will be kept confidential and separate from your application and will not be used as part of the selection process.

Deadline for applications: 12 noon on Monday 14 December 2020

Selection timeline

Shortlisted candidates to be notified by: **23 December 2020**

First round of interviews and selection activities: **during week commencing 11 January 2021**

Second round of interviews and activities (if needed): **week commencing 18 January 2021**