

Trustee Recruitment Pack

Make a change at
Standing Together

Trustee Recruitment Pack

Welcome

We are Standing Together Against Domestic Abuse and our aim is to end domestic abuse by transforming the way organisations and individuals think about, prevent and respond to domestic abuse through partnership working. The trustees manage the strategic development of the charity, ensuring that we operate within our objectives, are solvent and financially compliant and continue to grow in line with our strategy so we can help more women and girls live free from abuse and violence. We are seeking enthusiastic and committed individuals from diverse backgrounds with a broad range of relevant skills and a variety of professional and personal experiences to join our Board of Trustees. Empathy with and support for our mission and values is a “must” To find out more information about the role or the organisation please do feel free to get in touch with Kruti Patel, Chair, at admin@standingtogether.org.uk.

About us

Standing Together was founded 20 years ago with the ambition to eradicate domestic abuse by transforming the way organisations and individuals think about, prevent, and respond to it. We work with partner agencies from the voluntary and statutory sectors including health, housing, criminal justice and community groups, to deliver a Coordinated Community Response (CCR). The CCR aims to identify and respond effectively to domestic abuse to ensure survivors receive the best possible support to live free from abuse.

About the role

As the strategic management body of Standing Together, trustees have specific responsibilities. These include responsibility for setting its strategic direction and overseeing its implementation; identifying and mitigating risk and managing the charities’ resources responsibility; and ensuring that Standing Together remains true to its purpose. Trustees are accountable for their decisions and actions to Standing Together's governance structures, The Charity Commission, courts, partnership funders (including Central Government) and our service users.

The Board is made up of 6 trustees all appointed based on individual areas of experience and expertise.

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Responsibilities

- To agree and regularly monitor Standing Together's strategic direction and ensure that it pursues its objectives in keeping with these strategic directions.
- To identify risk and assure that the Board oversees that appropriate mitigations are delivered by the executive team.
- To ensure that the organisation functions within the legal, charitable and financial requirements of a charitable organisation, pursues its objects and strives to achieve best practice.
- To contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To act in the interests of Standing Together's objectives.
- To safeguard the good name, ethos and values of the organisation.
- To ensure the effective and efficient administration of Standing Together.
- To ensure the financial stability of the organisation and the proper investment of funds in accordance with Standing Together's stated aims and objectives and relevant legislation.
- To appoint the Chief Executive Officer and monitor their performance and provide resources for mentoring and coaching support as required.
- To use any specific skills, knowledge and experience to help the Board reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience).
- To chair and/or undertake specific responsibilities as delegated by the Board

Essential skills and experience required

- A commitment to the organisation's values and objectives.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A demonstrable commitment to equality, inclusivity and achieving social justice.
- A willingness to devote the necessary time and effort to attend meetings.
- Strategic vision.
- Good independent judgement.
- An ability to think creatively.
- A willingness to speak your mind.
- An ability to work effectively as a member of a team.
- An ability to communicate effectively.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- An understanding of the impact of domestic and sexual violence on the lives of women and children.
- A passionate advocate of ending gender-based violence and in making a difference.

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Ineligibility criteria

You cannot be considered for a trustee position if:

- You are under the age 18.
- You have been removed from trusteeship of a charity by a Court or the Charity Commission.
- You are disqualified from being a company director.
- You have been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- You are currently declared bankrupt (or are subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors

Conflicts of interest

As a trustee, you will be required to act in the best interests of Standing Together. However, inevitably, trustees have a wide range of interests in private, public and professional life and these interests might, on occasions, conflict, (for example: Director of a supplier or as a consultant to the charity).

If you have any interests that might be relevant to the work of Standing Together, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application.

Meetings and expenses

The Board meets quarterly on weekday evenings and in addition holds one away day each year.

Travel and other expenses will be reimbursed in line with the Standing Together's travel and subsistence policy.

Additional Commitments

Our active trustees are also committed to:

- Utilising their expertise for specialist projects or organisational policies
- Supporting the organisation's fundraising strategy and activities
- Representing the organisation as required

All trustees will receive full training on information and skills necessary to be successful in the role and are reimbursed for any reasonable expenses, e.g. travel. This will include an induction, briefings and access to ongoing training and updates.



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How to apply and submit your application

Closing date for applications: 5pm on Monday 15 March 2021.

Interviews date: Will take place by video conference in the week commencing 19 April 2021.

To apply: Please send the following information to admin@standingtogether.org.uk:

- A CV of no more than two sides of A4.
- A supporting statement of no more than 1000 words, setting out how you meet the essential criteria.
- Please complete the online diversity monitoring form
- Information on any conflict of interests.

STANDING TOGETHER

against domestic abuse

Building the Coordinated Community Response (CCR)

In 1998, **Standing Together Against Domestic Violence (STADV)** was created by statutory and voluntary sector leaders in Hammersmith and Fulham who shared the ambition to create a coordinated response to domestic abuse. Since then STADV has been central to developing voluntary & statutory partnerships. We achieve change in how domestic violence incidents are dealt with and maintain a safe, consistent response from partner agencies. Our aim is to achieve prevention and early intervention by supporting all services to respond effectively & appropriately and to work together in a meaningful way. Specific operational group work in health, housing, criminal justice, community and specialist responses ensures that we focus our efforts to achieve safety for survivors and accountability for perpetrators in a number of areas. The Coordinators at Standing Together work with operational group chairs to set yearly action plans and programmes of work which includes monitoring compliance with protocols; addressing problems and issues as they arise; addressing risk; dangerousness and repeat victimisation; providing up to date information & resource materials; consulting with survivors to inform agencies response and initiatives; training staff in all agencies.

Local strategic and operation work:

- Strategic and operational leadership and coordination in the
- Tri-borough partnership
- MARAC Coordination
- Specialist Court and CJS Coordination
- Housing Coordination
- Acute Hospital Trust Coordination
- Mental Health Trust Coordination
- Community Health and Children's Services Coordination
- SAFE: Community Work and Relationship Building
- Coordination of VAWG specialist services

National work that stems from our strategic and operational expertise:

- **In Search of Excellence:** A Guide to Effective DV Partnerships- funded by the Home Office in 2011 and recommended by New Philanthropy Capital via the Cabinet Office's Impact Readiness Fund (2016).
- **Domestic Homicide Review** Chairing and learning dissemination.
- Coordinating the **Domestic Violence Coordinators Network (DVCN)** for those with strategic responsibilities for VAWG in local authorities, CCGs, PCCs
- Creating the first accredited training for those in local authorities, CCGs and PCCs with strategic responsibilities: **DVCI** training which also established a shared European curricula.
- **Domestic Abuse Housing Alliance (DAHA)**
- **Pathfinder: Whole Health Economy**

STADV Achievements

- 1998 Supported the development of ADVANCE, one of the earliest IDVA services and developed care pathways from the point of police callout through the criminal justice system.
- 1998 Began early case conferences with multi-agency partners- developed later into MARAC.
- 1999 Began early survivor consultation to formally feed into CCR developments.
- 2002 Began the first Specialist Domestic Violence Court in Hammersmith Magistrates Court.
- 2002 Pioneered early national health work in A&E and Walk-in Centres.
- 2007 Founded the Strategic Partnership on Domestic Violence in LBHF.
- 2008 Published 'Completing the Jigsaw' research into help-seeking by victims of domestic violence known to H&F Police.
- 2008 Organised the national conference 'Coordinating the Future' for 300 domestic violence coordinators.
- 2008 Began coordinating MARAC in RBKC which has led to the coordination of MARAC in six London boroughs
- 2010 Launched Health and Maternity Project at Imperial College Healthcare Trust.
- 2010 Began Housing Coordination with the local authority and local housing providers to establish standards of practice and the coordinate the Sanctuary service.
- 2012 Began Chairing of Domestic Homicide Reviews with over 60 DHRs chaired by STADV to date.
- 2014 Launched the Domestic Abuse Housing Alliance (DAHA) with Gentoo and Peabody to set accreditation standards for housing providers.
- 2016 Created the community-based programme, SAFE, to build an ongoing working relationship with religious and community groups in relation to VAWG.
- 2017 Launched the DVCI which is the first accredited training offered to those working in local authorities, CCGs or PCCs with strategic responsibilities for VAWG.
- 2017 Founded the Pathfinder consortium with AVA, Imkaan, IRISi and Safelives to define the whole health economy response to VAWG.

Equality Statement

Standing Together Against Domestic Violence (“Standing Together”) is committed to the principle and practice of equality in access to and delivery of its services, and in creating a working environment in which diversity makes a positive contribution to achieving its organisational goals. It aims to adhere to its legal, social and moral responsibilities and to actively challenge discrimination against and promote opportunities for all its stakeholders* regardless of their race, ethnic group, class, religion or belief, sex, gender reassignment, ages, marital status, sexual orientation, abilities, disabilities and pregnancy or maternity/paternity status.

All stakeholders are expected to recognise and accept individual responsibility for equality and diversity within Standing Together and to ensure that their actions and words demonstrate and deliver dignity and respect for all.

Equality Policy Statement on Employment

This area of the policy covers recruitment, promotion and employment practices, from vacancy advertising, selection, recruitment, and training to conditions of service and reasons for termination of employment.

Standing Together recognises that those who have experienced domestic abuse and other forms of assault in the home and those who have lived in refuge may have particular qualities and skills to offer and therefore we have a practice of encouraging them to apply for employment with Standing Together where appropriate and to become involved in the management and running of our organisation.

Our employment policy aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone. This is monitored through data collection of applicants used anonymously and solely to ensure fair accessibility to employment with STADV. Upon commencement of employment with STADV all Trustees and staff agree to work in accordance with this policy and this is covered in section 18 of the employment contract. Contracts are reviewed for new and existing staff to remain in line with employment laws in England and Wales and to ensure equality for all stakeholders.

Stakeholder’s who consider that they have suffered from unequal treatment on any grounds listed above may make a complaint, which will be dealt with under Standing Together’s grievance procedure or complaints procedure as appropriate.

*Trustee, staff member, job applicant, student, volunteer (a member of a partnership organisation) or user of services provided by Standing Together.

Equality Statement

Equality Policy Statement on Management

This part of the policy covers the management of the organisation, from the composition of the membership, decision-making, access to committee meetings and training of committee members.

In the implementation of our equality policy, we will attempt to publicise the recruitment of trustees as widely as possible to have a committee that is representative of the users of the services developed or encouraged by Standing Together.

We shall also attempt to support our stakeholders by ensuring that Trustees and managers receive any necessary training in equality, best practice to encourage a diverse workplace and skills in the management of staff. As the ethos of Standing Together is to be wholly non-discriminatory we will endeavour to ensure all staff are capable of fulfilling their role, confident to challenge inequality appropriately and share the high standards that we hold. This will be monitored through regular supervision.

Equality Policy Statement on Service Delivery

This area of the policy covers service delivery from publicity and information about the services to the interpretation of services, referrals and admissions, the user needs including specific cultural needs, access needs, children, and working conditions.

Standing Together recognises that groups and individuals may experience discrimination on the grounds described above and their access to services, choices and resources may be limited by this discrimination. We will attempt to implement practices that will ensure our services are accessible to a diverse range of agencies. This will include supporting other agencies to become more inclusive.

Standing Together is aware of the diversity in experience amongst survivors of domestic abuse who experience discrimination on similar grounds and acknowledges that many experience discriminations on multiple grounds. Special efforts will be made to ensure service provision is accessible to groups known to experience discrimination such as black and minority ethnic women and children, disabled women and children and LGBT people.

Standing Together acknowledges the oppression suffered by young people of all ages including the very young. We will attempt in the provision of any service developed by Standing Together to combat this oppression by respecting and 'empowering' the young people who use it. Standing Together recognises that domestic abuse exists in same-sex relationships and that these survivors face specific problems when escaping abuse.

The implementation of this equal opportunities policy will mean that services are known to a wide and broad base section of the community; that the services offered are relevant to the majority of users; that there is networking to ensure that different cultural needs are catered for.



Nicole Jacobs, Chief Executive

Signed: Date: **15th January 2019**

Policy reviewed by: Bear Montique 15th Jan 2019

Due for review: January 2022

Job Privacy Notice

Data controller: Standing Together Against Domestic Abuse

Data Protection Contact: admin@standingtogether.org.uk

As part of Standing Together Against Domestic Abuse (ST) recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, details obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation may seek information from third parties either before or once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Job Privacy Notice

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited.

The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data may be transferred outside the European Economic Area (EEA) to meet deliverable of European funding projects. Data is transferred outside the EEA on the basis of terms and conditions of grants.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Job Privacy Notice

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data up until the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file for further consideration for future job vacancies arising, the organisation will hold your data on file up until the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights or make a subject access request please contact admin@standingtogether.org.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.