

Private & Confidential

November 2023

Re: Volunteer Director

Thank you for your enquiry concerning your interest in becoming a volunteer director with our Service.

Please find enclosed an application form and some information about our organisation.

Once we have received your completed application and equal opportunities form we will contact you.

I look forward to receiving your application.

Yours sincerely

Sophia Baker

Chief Executive Officer

Contents

- Working at Savana
- Role Outline
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Introduction

Working at Savana

We know that sexual violence and abuse disrupts lives. Savana is a local voluntary organisation operating since 1986, for men women and children from the age of 4 who have experienced or who are affected by sexual violence, whether recently or in the past.

We are members of the British Association for Counselling & Psychotherapy (BACP), with accreditation for the counselling service. We are members of Rape Crisis England and Wales and The Survivors Trust and working to their standards. We have an Accredited Independent Sexual Violence Advisor service and hold an organisational MBE. All training provided is CPD Accredited.

Our objectives are to:

- Provide a free counselling, support and information service for anyone who has experienced or is affected by sexual violence/abuse.
- Provide other services to support our aims e.g. training, awareness raising, outreach, preventative work, research and social media presence
- Work in partnership with other services to make sure the needs of clients are recognised in other service provision.

We house Independent Sexual Violence Advisors (ISVA). The ISVA is instrumental in identifying the practical support needs of a client in their recovery process. The ISVA will support clients whether or not they have reported to the police. Support offered, can include accompanying the client to relevant agencies, including the Police, GP, Sexual Health Clinic, Housing, Educational settings, work environments, benefits, pre court visits, support through the Criminal Justice System and referral to other services.

Our aim is to raise awareness around the effects of sexual violence, dispelling the myths and stereotypes surrounding serious sexual offences.

We do this by providing talks and training to community groups, professional organisations, colleges, universities and other relevant agencies.

Savana has developed specialist knowledge and skills in the psychological, physical and socio economic areas of sexual violence.

Evidence of the need for this specialist service can be seen in the growth in demand for the Service.

Confidentiality

We offer a confidential service to those who access our service, in line with our confidentiality policy, the Data Protection Act (DPA) and the UK's implementation of the General Data Protection Regulation (GDPR).

Staffing

The centre is run by a small team of full and part time workers.

We are keen to encourage applications from those with diverse backgrounds and abilities

ROLE OUTLINE- VOLUNTEER DIRECTOR

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or in the future.

Prospective volunteers for Savana will receive relevant training pertaining to their area of work, followed by an induction period at the centre of one full day.

Your work base will be at the centre in Hanley, Stoke on Trent, and/or local outposts. There may also be occasions where visits to relevant agencies or events are necessary.

Savana Inc. is a Company Limited by Guarantee with Charitable Status. Our Board of Directors has ultimate responsibility for the organisation. Directors work together to agree and implement plans for the future of the organisation and ensure the highest levels of performance and standards of behaviour. All of the Directors are volunteers. The Directors are people living and/or working in Staffordshire. They have a variety of qualifications.

The following is an extract from the Charity Commission guidelines:

Trustees (Directors) have the ultimate responsibility for the control and management of the administration and assets of a charity. They hold ultimate power and responsibility, which must be exercised in the fulfilment of the charity's objectives and in the interests of the beneficiaries of the charity.

The role of Trustees, acting as a body, is to ensure that a charity has a clear direction and purpose and sense of urgency to get on with the work it was established to do.

A Trustees' duties and responsibilities to a charity are personal and are to be carried out in the Trustee's personal capacity in accordance with his or her conscience and not at the direction of a third party. Accordingly, where a Director is a representative of another voluntary sector organisation or other body connected with or doing business with the voluntary sector or voluntary work, whether as an employee or otherwise, he or she must recognise that they have been appointed for their personal qualities and that they must not in any way have regard to the interests of that other organisation or body when making any decision relating to the charity. Trustees must at all times act in the best interests of the charity and its beneficiaries.

Purpose of Savana Board

- Establish the organisation's strategic direction and aims, in conjunction with the Management Team.
- Ensure accountability for stakeholders of the organisation's performance
- Ensure good governance

What the Board does

As a Director of Savana you will be legally responsible for the overall governance of Savana as an organisation.

Contacts

All Directors will act as ambassadors for Savana outside the organisation, ensuring its interests are well represented.

Internally the main contacts will be:

- The Chair, Treasurer and other members of the Board of Directors
- The Management Team

Externally

- Key stakeholders – e.g. City council, Government Office, PCT, Health authority
- Funders / Contract providers
- Elected members both local and parliament
- Local Strategic partnership
- Strategic organisation – e.g. University, Police
- Voluntary and Community Groups
- Private sector – e.g. Chamber of Commerce

What do we offer volunteers?

- A supportive environment
- Induction, training and supervision
- An opportunity to develop skills both old and new
- Team working to influence policy and thinking around sexual violence issues
- Travel costs
- Professionalism

To Note:

- On successful completion of the training day, there is a period of induction at the Centre
- All team members are required to attend any essential training

Director Role Description

Position:	Director
Responsible To:	Board of Directors
Responsible For:	None

Post Objectives:

The Board has ultimate responsibility for the governance of the organisation. The board's central role is to direct and control Savana's work, which is to determine strategic direction and policies, to establish and oversee control and risk management frameworks and to ensure that the organisation achieves its aims and objectives. The core responsibilities of a director are to:

Accountabilities
<ul style="list-style-type: none"> ▪ Attend Board Meetings and any Committee Meetings of which they sit as a member; ▪ Prepares themselves well for meetings, keeping themselves informed and review and comment on minutes and reports; ▪ Define and ensure compliance with the values and objectives of the Company; ▪ Establish a framework for approving policies and plans to achieve those objectives; ▪ Ensure that Savana complies with all statutory and good practice requirements; ▪ Ensure the strong financial standing of the Company; ▪ Approve each year's budget, business plan and accounts prior to publication; ▪ Establish and oversee a framework of delegation and systems of internal control; ▪ Set targets within the context of the activities of Savana, including the financial framework; ▪ Agree and make decisions on all matters that might create significant financial or other risk to Savana, or which raise material issues of principle; ▪ Establish and oversee a framework for the identification and management of risk, ensuring that the board receives regular reports on these; ▪ Monitor Savana's performance in relation to these plans, budgets, controls and decisions and also in the light of customer feedback and the performance of comparable organisations. ▪ Adopt and review organisational structures that enable Savana to carry on its business efficiently and effectively; ▪ Appoint (and if necessary, dismiss) any member of the Senior leadership team and approve his or her salary, benefits and terms of employment; ▪ Follow the organisations constitution in appointing (and, if necessary, removing) the chair of the board; ▪ Ensure that Savana co-operates fully with the Charity Commission and Companies House and discloses documents and information as required, including annual returns, annual accounts, auditor's management letter, other financial returns and the notification of changes of Board membership or senior staff; ▪ Satisfy itself that the Savana's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety, ▪ Assess how the association follows the recommendations of the Charity Commission Code of Governance Guidelines. ▪ To notify Companies House promptly if any fraud or other criminal offence involving Savana funds is detected; to notify the Charity Commission promptly of any event which has a materially detrimental effect on the financial position of Savana would be likely to give rise to substantial adverse publicity; ▪ Adopt, publish and regularly review a comprehensive equal opportunities statement and policy, backed by effective functional procedures and methods for monitoring; and

- To be satisfied when working in partnership with others that the partners are properly constituted bodies with the capacity to discharge the duties for which the Savana may contract.

PERSON SPECIFICATION-DIRECTOR

The person specification shows the abilities and skills you will need to carry out duties in the role description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

Qualifications/Experience

Essential	Evidence
Good level of Education	Application Form Interview/Recruitment Process
Good Communication Skills verbal and written	Application Form Interview/Recruitment Process
Ability to work as part of a team	Application Form Interview/Recruitment Process
Commitment to attend quarterly Board meetings and at least two development/training events and extra time to read and work on relevant documentation	Interview
Able to relate well to people	Application Form Interview/Recruitment Process
Commitment to equal opportunities	Interview / Recruitment Process
Confident in their approach	Interview / Recruitment Process
Is willing to be flexible when asked or needed.	Interview / Recruitment Process
The ability to put their own view forward in an assertive manner.	Interview / Recruitment Process
Age 21 years old or over	Application Form
An up to date DBS Check	Application Form/Interview
A commitment to CPD	Interview
Willingness to undertake training	Application Form/Interview
Commitment to attend the AGM	Interview
A Commitment to attend outreach events each year	Interview
Desirable	Evidence
A basic knowledge of Stoke-on-Trent and Staffordshire as an area and the issues that it faces.	Application Form/ Interview / Recruitment Process
A basic understanding of the responsibilities and functions of a Director	Application Form/ Interview / Recruitment Process
Ability to keep up to date on key issues affecting the Voluntary Sector and Sexual Violence issues	Application Form/ Interview / Recruitment Process
Able to represent Savana in a wide range of situations and contexts.	Interview / Recruitment Process

VOLUNTEER DIRECTOR - APPLICATION FORM

Personal Details	
Full Name	
Address	
Postcode	
Date of Birth	
Home Telephone	
Mobile Telephone	
Work Telephone	
Email (to be made available internally)	

Qualifications		
<i>Qualification</i>	<i>Awarding Body</i>	<i>Date Obtained</i>

Work Experience		
<i>Employer</i>	<i>Job/Role (explain duties briefly)</i>	<i>Dates from/to</i>

Please say why you are interested in volunteering at Savana:

.....

.....

.....

.....

.....

.....

Please outline your proposed level of commitment to the service in terms of hours, skills, availability etc.

.....
.....
.....
.....

Please add any other information you feel may be relevant in support of your application (feel free to go on to a blank sheet if necessary)

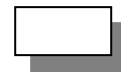
.....
.....
.....
.....

REFEREES

Please could you give details of two people (other than relatives) to whom reference may be made. If possible one reference should be academic/professional, the other personal.

	Referee 1	Referee2
Name		
Address		
Telephone		
Email		
Capacity in which this person knows you		

It will be necessary to make enquiries about my suitability.
I therefore consent to referees being contacted prior to the offer of a place on the training course



I became aware of this opportunity through:

Please specify.....

EQUAL OPPORTUNITIES MONITORING FORM

Information

Savana is committed to ensuring that all associated with the service are treated fairly and consistently and that no individual is disadvantaged or discriminated against as a consequence of their ethnicity, age, disability or any other personal characteristics. In order to assist the service in monitoring client demographic and Savana's recruitment policies AND FOR NO OTHER REASON, you are asked to complete the monitoring form below.

Information is treated in **STRICT CONFIDENCE**.

Ethnic background

Please give one or two words that describe your ethnic background. Examples are White British, Caribbean British, Asian, Bangladeshi etc

.....

Age

Gender

Tick which applies to you

Male Female

Trans Other (please say).....

Prefer not to say

Access Issues

Tick any that apply to you

Mobility Vision Hearing Speech

Learning Mental Health Language (please say).....

Something else (Please say).....

Sexuality

Tick which best describes your sexuality

Lesbian Bisexual Heterosexual (straight) Gay

Unsure Celibate Prefer not to say

Faith or Belief

Please tell us your faith/belief.....