Board Recruitment Pack
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Thank you for your interest in becoming a board member for Staying Put. We hope the board role pack is helpful and informative.

As a charity we are aspiring to be an outstanding provider and to help us achieve our goal we are seeking five board members to join our strong, growing and stable Board. You will bring the capability and enthusiasm to support our ambitious vision within the context of a significant period of change for third sector organisations.

We will continue to be proactive in raising the profile of this terrible crime. At Staying Put we put survivors of domestic abuse at the centre and heart of what we do and are continually looking for ways to make their experience the very best that it can be whilst accessing our services. We remain at the heart of the solution for many victims/survivors of domestic abuse.

Staying Put has over 16 years’ expertise/competency in helping those affected by domestic abuse to stay safely in their home – community. The service was set up with a view to tackle standard to medium risk to victims of domestic abuse. In 2008 we extended our service provision to high-risk victims, including male victims. We provide a holistic package of integrated support for persistently targeted and vulnerable people suffering from domestic violence and abuse across Yorkshire and Humber. We deliver services with a focus on the following priorities: Protection - Prevention - Provision.

You will be coming to Staying Put at an exciting time of change. Although for many charities it is a very challenging environment, Staying Put has seen growth of activity, supporters and income over the past 3 years. We are determined to continue that growth as we broaden our approach to supporting survivors in Yorkshire and the Humber. In 2018 we will be revisiting our strategic plan and priorities to ensure that we maximise our impact for all beneficiaries. This will require us to grow sustainable income and find creative solutions to strategic income generation. It is very rewarding to feel that through the work that our charity does, and from the generosity of our donors, we are able to make such a difference to survivor lives.

We would welcome you to our Board to help us achieve this. Our Board is a collegiate one, whilst driving good governance and ensuring strong accountability, we work together as a Board and with the management team, to achieve the very best for our beneficiaries.

We are particularly looking for Board members with a safeguarding, fundraising, social media, strategic planning and/or finance background, to support and strengthen the Board. If you have some of the skills and experience we are looking for, and have the commitment to the charity’s vision and values, I would very much like to hear from you.

Laura Chapman - Chairwoman
**About Staying Put**

**Vision Statement**

- Staying Put’s vision is to provide equality of opportunity to survivors of domestic abuse. To remove the barriers which prevent people from speaking out and seeking help.
- To be seen as an expert in its field by developing exciting new services that are breaking the mould of traditional service provision in the domestic violence sector.

**Mission Statement**

Our mission is to enable and empower survivors who have experienced domestic abuse, and their children, to safely remain in their own home and community, through increased safety options and informed choices through the provision of effective services at a time of crisis.

- Where necessary, to address these needs with partner agencies by initiating education of communities affected by domestic abuse, promoting its unacceptability and minimising domestic abuse.
- To strategically seek to recruit appropriate partners, who will work in partnership with Staying Put to end violence against people.

**Impact Goal**

- By 2020 Staying Put will empower 4,500 survivors of domestic abuse (predominantly women aged over 16) to make them feel safe in their homes and communities across Yorkshire.

**Values Statement**

Staying Put values are based on a belief in the fundamental human right of people to live their lives free from fear, violence and abuse; with choices and access to equality of opportunity at every level in their lives.

We believe that living by strong values is the key to good business. At Staying Put, a rigorous code of conduct and our core values are at the heart of every decision we make.

**Core Values**

- **People**

  Quite simply, a company is its people. At Staying Put, we’re dedicated to giving our people a wealth of opportunities to reach their full potential.
• **Excellence**

Everything we do at Staying Put is driven by an unyielding passion for excellence and a tireless commitment to develop the best services in its field through open and honest dialogue with all stakeholders.

• **Integrity**

Operating in an ethical way is the foundation of our business. Everything we do is guided by a moral compass that ensures fairness, respect for all stakeholders and complete transparency.

• **Change**

In today’s fast-paced economy, change is constant and innovation is critical to the survival of a company. As we have done for 16 years, we set our sights on the future, anticipating the needs and demands so we can steer our charity toward long-term success.

**Sixteen years of achievements**

We have succeeded in our primary aim to engage, empower and sustain our service users. This has been achieved through the provision of innovative services that have kept victims/survivors and their children experiencing domestic abuse safe, without uprooting or moving them. We have continued to move from strength to strength with improved standards in our service delivery. We achieved this goal with our outstanding community services. We have made lasting impact and we have reached an incredible 15,000 plus survivors and over 35,000 children.

**Sixteen years of value based culture**

We have developed an organisational culture that has wide-ranging strengths. There is a deep passion for the charity, a cultural diversity that is second to none, a high level of integrity and trust plus a commitment to our people’s development and the development of all our services. In this fast changing environment our culture has evolved with stronger values and principles and this has enabled us to deliver effective services.

**Sixteen years of economic challenge**

As public funds have become tighter and charitable grants more thinly spread, Staying Put has diversified our funding stream which has helped to strengthen our position in the sector.

Despite a challenging climate Staying Put remains at the heart of the solution for many victims of domestic abuse and will continue to be proactive in raising the profile of this terrible crime.
Sixteen years of collaboration

We continue to have visible presence at national, regional and local level with the aim of influencing positive outcomes for survivors and the domestic abuse sector. We will continue to work closely with the Statutory and Voluntary Community Service to ensure the right services are in place to support the health and well-being of people living with domestic abuse. It is also important that we work in partnership with key stakeholders to make sure local domestic abuse services work together to meet the objective of the Domestic and Sexual Violence Strategies. Ensuring a strategic response to ending violence against women and girls (VAWG) and inter-personal violence against men.

Sixteen years of quality service

Staying Put is committed to achieving excellence in service delivery. We believe quality assurance is the process that enables us to verify or determine whether our services meet or exceed service user expectations. We have gained the IIP Gold standard, Quality Assurance Framework and Women’s Aid National Quality Standards, reinforcing our commitment to high quality service delivery.

Sixteen years of outstanding staff/board

We remain inspired by the commitment of the staff/board at Staying Put, who often go beyond the call of duty to provide that extra help and support. We are also hugely grateful for the support from our partners and those who give us donations, without which we could not have achieved so much. Without a doubt, every contribution directly touches the lives of survivors.

Current Services

Staying Put remains at the heart of the solution for many victims of domestic abuse across the Yorkshire and the Humber and will continue to be proactive in raising the profile of this terrible crime. Whilst we celebrate another support-filled year outlined in our Annual Review during which hundreds of victims/survivors of abuse have been helped and supported to break the cycle. National and local government changes, cuts to resources both financial and human, mean that there is little to go around.

Services are forced to reprioritise, often only helping those with the highest risk, we recognise domestic abuse needs to be addressed in the earliest stages as the risks are high and fatality a reality. Staying Put has weathered many a storm but the pressure to survive is overwhelming; this is a true test of our strategic relevance, partnerships, quality of service and reach to those who need to break free from violence and abuse. With strong and inspirational leadership the organisation working with both survivors, employees, students and other agencies, has taken an internal and external look at itself and has utilised skills from the business world to help it prepare for the future.
Our strategic plan, which incorporates sustainability, growth, development and replication models; to assist us to grow and scale over the next 5 years. The strategic business plan will ensure we are better placed to secure new business during a challenging economic climate. Our current services are captured below:
Background to the role

Our board work with the Director to take overall responsibility for Staying Put, acting collectively and effectively in its interests by giving strategic direction, determining and upholding our mission, vision and values.

The Director takes decisions required for its proper control and management, ensuring compliance, good governance and adequate financial resources for our activities, and protects our assets. They also ensure we manage risks prudently, act as a responsible employer, and uphold the principles of equality and diversity.

The Board of Staying Put currently comprises six members with a skill base including: health and social care, charity communications, operational/strategic planning, finance, equality and diversity, marketing, adult and children’s safeguarding.

During 2017/18, the Board worked closely with the Director to redesign the way the charity works in order to meet some significant challenges. These include finding adequate funding to run our business, in the face of steadily reducing grant-funding by local authorities.

We are keen to align ourselves more closely with new government policies to join up domestic abuse and social care services through the violence against women and girls agenda and interpersonal violence against men, and to seize new opportunities to work more closely with local voluntary and statutory partners to provide ‘wrap around’ services to people experiencing domestic abuse.

In this rapidly changing environment, the Board has worked hard to pinpoint priorities, develop a clear strategic focus and fulfil its oversight function effectively.

Sixteen years ago Staying Put was formed as a unique service to support women and their children fleeing domestic abuse. Sixteen years ago no-one knew that it would be one of the most valued, niche service providers in the North of England.

No words can ever do justice to the devastating impact caused by domestic violence/abuse - the sorrow, grief and even the potential loss of life that can come from these intolerable crimes.

However, it is important to remember and celebrate Sixteen years of work without which, lives would not have been transformed, families rebuilt and children and young people kept safe in the moment and for the future. It is because of this potential life-changing impact that the staff at Staying Put have worked so hard over these last years. We constantly strive to create new ideas, new developments and new opportunities for clients while strengthening our existing partnerships.
As an organisation we are solution focused, keeping prevention and resilience at the heart of everything we do. We ensure survivors are never silenced, we listen to them and we respond.

Over the last year we have changed how we deliver services to become more person-centred and less service-focused, and invested in new staff roles. By developing new funded services, we plan to extend service reach and at the same time create a sustainable business model.

We are now actively seeking new Board members, with a particular interest in the following skill areas:

- Commercial / business development skills
- Experience of income generation and fundraising
- Experience with legal and HR issues
- An ability to influence and create relationships with key stakeholders in Health and Adult/Children Social Care
- Marketing and social media

New board members will be joining a Board with energy and expertise in many areas, who work with and support the Charity’s Senior Management Team to achieve the growth and sustainability required to meet the needs of our beneficiaries.

**Time Commitment**

The position of Board Member is voluntary and unpaid; however, any reasonable out of pocket expenses will be paid.

Board members are expected to attend around 7 meetings a year, which last three hours and are currently held during the day, however, our pattern of meetings is under review and may change. In addition, board members occasionally act as advisors to staff leads on specific projects related to their areas of special expertise, and represent our charity at events and meetings.

In return we offer a full induction, and the opportunity to work with a talented board and staff team to build a portfolio of high-quality, relevant services that improve the lives of people affected by domestic abuse.

**Role Description and Recruitment timetable**

In broad terms, the five key responsibilities for Staying Put board members are:

1. To ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
2. Being responsible, with the chief executive and other trustees, for the charity’s performance and culture

3. Ensuring the charity complies with all legal and regulatory requirements

4. Acting as guardians of the charity’s assets by taking due care of their security and proper use

5. Ensuring that the charity’s governance is of the highest possible standard

These are laid out below with indicative activities.

1. To work with other board members, the director and other senior staff to ensure that:

   • The charity has a clear vision, mission and strategic plan agreed by the Board, and board members and staff share a common understanding of these
   • The business, operational and other plans support the vision, mission and strategic priorities
   • Decision-making by the Board and staff reinforce the vision, mission and strategic priorities
   • The directors’ annual objectives and longer-term targets support the achievement of the vision, mission and strategic priorities
   • Board policies support the vision, mission and strategic priorities
   • There are effective mechanisms in place to:
     ➢ Listen to the views of current and future beneficiaries
     ➢ Systematically review the external environment for changes that might affect the charity
     ➢ Regularly take stock of the needs met by the charity’s services
     ➢ Regularly review its strategic plans and priorities

2. Being responsible, with the director and other board members, for the charity’s performance and culture by:

   • Agreeing objective measures for the charity’s progress in relation to its vision, mission and priorities
   • Commissioning regular reports on the charity’s performance, including from the director
   • Helping articulate the charity’s values and ensuring these are expressed and reflected in all its work
   • Ensuring clients’ views on the charity’s effectiveness are regularly gathered and considered by the Board
   • Appointing the director, setting his/her terms and conditions and investing in the his/her ongoing professional development
• Holding the director to account for the management and administration of the charity
• Giving the director regular, constructive feedback on his/her performance in managing the charity and in meeting his/her objectives and targets
• Helping develop a learning organisation in which all staff and volunteers regularly receive feedback
• Agreeing and reviewing Board policies
• Ensuring clients, beneficiaries, employees, volunteers, other individuals, groups or organisations can bring to trustees’ attention any activities that threaten the probity of the charity

3. Ensuring the charity complies with all legal and regulatory requirements:

• To be aware of legal, regulatory and statutory requirements and ensure that the charity complies with these
• To ensure the charity complies with its rules and constitution, reviewing them regularly
• To agree any levels of delegated authority and reporting lines, and ensure these are recorded (e.g. in minutes, terms of reference for board committees and sub-committees, role descriptions for honorary officers, trustees and key staff, etc.)
• To ensure that the responsibilities delegated to the director are clearly expressed and understood, and directions given to her come from the Board as a whole

4. Acting as guardians of the charity’s assets by taking due care of their security and proper use:

• To ensure the charity has sound procedures for safeguarding all monies, properties and other assets
• To ensure that monies are invested to the charity’s maximum benefit, within the constraints of the law and ethical and other policies laid down by the Board
• To ensure that any major risks to the charity are reviewed annually, along with mitigation systems
• To ensure that the income and property of the charity is applied only for the purposes set out in its governing document, and with complete fairness between persons who are qualified to benefit
• To act reasonably and prudently in all matters relating to the charity and always to act in its interests
• To be accountable for the charity’s solvency, continuing effectiveness and preservation of its endowments
• To exercise effective overall control of the charity’s financial affairs
• To ensure that the way in which the charity is administered is not open to abuse
• To ensure control systems are rigorous, regularly evaluated and improved in the light of experience
• To ensure that intangible assets (e.g. organisational knowledge and expertise, intellectual property, the charity’s good name and reputation, etc.) are properly valued, utilised and safeguarded
• If the charity owns land, to monitor its condition, boundaries and use, and to ensure that any permanent land endowment is preserved and invested to produce a good income while safeguarding its capital
• To ensure that all income due to the charity is received and that all tax benefits/rating relief due are claimed

5. Ensuring that the charity’s governance is of the highest possible standard:

• To ensure the charity’s governance structure is appropriate to a charity of its size/complexity, stage of development, and charitable objects, and that it enables the trustees to fulfil their responsibilities
• To reflect annually on the board’s performance
• To ensure that the Board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise
• To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of board members/advisors
• To put in place clear succession plans for the chair and director
• To participate in individual and collective development and training as appropriate
• To abide by the code of conduct of the charity
• To ensure that major decisions and Board policies are made by the board acting collectively

NB Under English law, statutory duties for all board members are as follows:

1. Duty of trust
2. Duty to comply with the charity’s Constitution
3. Duty to act in the best interests of the charity’s present and future beneficiaries
4. Duty to avoid conflicts of interest
5. Duty to safeguard the charity’s assets
Recruitment Timetable

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<tr>
<td>Interviews</td>
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How to apply

If you think you could help us meet the challenges of the future as a member of our Board, please visit [https://www.stayingput.uk.net/recruitment/](https://www.stayingput.uk.net/recruitment/) to download and complete our board application form and send it to:

Yasmin Khan - Director  
Staying Put  
P.O Box 449,  
Bradford,  
BD1 2XB

For an informal chat please contact Yasmin or Laura on the following:

Yasmin’s email: yasmin@stayingput.uk.net  
Telephone: 0808 2800999

Laura’s: molechaps@btinternet.com  
Telephone: 01484 530 321 / 0773 792 5573