**Becoming an AVA Trustee**

This information sheet is for people who are interested in becoming an AVA Trustee.

**AVA (Against Violence and Abuse)** is a leading national charity with a vision of a world without gender based violence. We work with survivors to end gender based violence by championing evidence based change. We are particularly recognised for our specialist expertise in multiple disadvantage and children and young people’s work. Our work has a particular focus on developing trauma informed approaches to supporting survivors. This priority is informed by both academic research, and the lived experience of survivors, primarily through our peer research work.

Key pieces of current work include:

Staying Mum - this is a project around women who have had children removed due to the direct or indirect consequences of domestic abuse. The project works to ensure that professionals are better able to support women facing this traumatic situation, and to raise awareness of the issue in order to improve decision making in the commissioning, design and delivery of services. We have trained eight peer researchers - women with lived experience who we had already recruited; produced a comprehensive literature review on the topic, and held a meeting of our multi agency community of practice attended by 21 practitioners.

Combat Misconduct - this is a project on sexual misconduct in universities in partnership with Universities UK and National Union of Students. As part of the work, we are supporting five partner student unions to develop and deliver campaign work tackling sexual violence and misconduct within university settings.

Breathing Space - this is a digital tool which provides mental health resources and tools, as well as signposting, for survivors of gender based violence. The product has been co-designed by women with lived experience, ensuring it meets their needs. https://avaproject.org.uk/breathing-space-is-now-live/

AVA trains over 3,000 practitioners a year (96% who trained on vicarious trauma said they would recommend our course). We are accredited by the Open College Network London (OCN London); CPD Standards Office and can offer CPD points for a number of AVA courses including our e-learning courses. During 2020/21, 25,977 users used AVAs current online learning.

Our new reports and resources can be found here

https://avaproject.org.uk/resources/

**AVA, The Foundry, 17 Oval Way, London SE11 5RR**

**T:** 020 3752 5535 **E:** info@avaproject.org.uk **W**: www.avaproject.org.uk

Registered Charity No: 1134713 Company No: 7092449

**What is a trustee?**

Trustees are people who are entrusted to ensure that a charity works in the best interests of its mission and beneficiaries. At AVA our trustees are also called Board members, as we are a company limited under guarantee as well as a registered charity. Trustees act as a single body and are ultimately responsible for everything that the organisation does. Trustees must act in the interests of the organisation, not themselves.

**What are the roles and responsibilities of an AVA trustee?**

AVA’s Board is currently made up of 7 people. We are looking to recruit five further Board members*.* Trustees are initially elected for a three year term.

The main responsibilities of an AVA Trustee are to ensure that:

● AVA has a clear vision, mission and values and that it develops a clear strategy with measurable objectives to work towards achieving its vision. ● AVA works to and complies with its governing document (our Memorandum and Articles).

● AVA has policies and employment procedures that are up to date, meet statutory requirements and are fit for purpose.

● AVA operates in an accountable, transparent manner and that it always complies with the law.

● AVA finances are well managed and that funding is spent according to funder requirements.

● AVA has appropriate staff, and that the CEO is managed and supported. ● AVA’s Board remains effective.

● AVA and its work are promoted.

**Why become an AVA Trustee?**

Being an AVA Trustee will bring you the following opportunities:

● To use your skills and experience to make a difference, working to prevent violence and abuse and helping to ensure that the needs of survivors are met. ● To develop new skills, especially around governance and strategy. ● To meet new people and develop new contacts.

● To broaden your experience and knowledge of the not-for-profit sector. ● To enhance your CV.

**What skills are needed?**

We are looking for Trustees with all of the following:

✓ A commitment to helping AVA achieve its objectives, working in the UK towards a world free from violence and abuse.

✓ An understanding of the impact of violence and abuse on the lives of women and girls in the UK.

✓ A willingness to devote the necessary time and effort, including preparing for meetings, attending meetings and responding to correspondence. ✓ An ability to evaluate and interpret information.

✓ Good independent judgement and the ability to express constructive opinions. ✓ An ability to think creatively in a problem solving/strategic way.

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✓ A willingness to accept the legal duties, responsibilities and liabilities of being a trustee.

✓ An ability to work effectively as a member of a team.

✓ Objectivity, accountability, openness and honesty.

✓ A commitment to equal opportunities and the promotion of diversity.

**Experience and equalities priorities**

AVA champions the importance of embedding lived experience throughout our work, and would especially like to recruit trustees with lived experience of VAWG (including experience as a child). We are committed to ensuring diversity within our governance roles and would encourage applications from younger people (18-25), Black and Minoritised people and Disabled people, who are currently under-represented on our board.

In addition to the above we are particularly interested in Trustees who have the following experience or/and knowledge:

➔ Experience gained through your personal or work life that may be relevant to AVA’s work, including being a survivor, volunteer and/or your work. ➔ Financial experience - especially in relation to charity finance ➔ Experience of being a senior manager/leader/CEO in the voluntary sector ➔ Knowledge and experience of income generation (including fundraising and social investment)

➔ Digital and data skills

➔ Experience in strategic communication and/or marketing

**How much time will it take?**

Currently, AVA’s Board meets once every quarter and board meetings generally last for two hours. Board meetings are held either online or in AVA’s office in The Foundry, London SE11 5RR, usually on a weekday in the late afternoon/early evening. The Board may also meet for occasional additional meetings in-between Board meetings. The AVA Board has a Finance Sub-Committee, which meets three times a year, online, and consists of Officers of the Board (Chair, Treasurer and Vice-Chair) who are elected at the year's AGM meeting.

Communication with Board members outside of meetings is usually by email.

**Who is eligible to be a trustee?**

To be a Trustee of any charity you have to be capable of managing and administering your own affairs. Very few people are disqualified from being a Trustee, including people who have unspent convictions relating to deception or dishonesty, undischarged bankruptcies, those previously removed or disqualified from being trustees or company directors and people who are disqualified under the Protection of Vulnerable Adults List. More information can be found here.

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Before becoming a Trustee of AVA you will be required to sign a standard declaration of eligibility and to consent to us undertaking an enhanced Disclosure and Barring Service (DBS) check on you. If you become a trustee we will inform the Charity Commission and Companies House of your appointment.

**What support will AVA offer to new Trustees?**

New Trustees will be given a full induction and ongoing support will be available from the Chair of the Board, CEO and rest of the SMT. Trustees are welcome to attend AVA’s open training and seminars and we will highlight other training opportunities as and when they arise. Trustees are volunteers and are not paid, though they are reimbursed out of pocket expenses for their involvement as a trustee.

**Further information**

➢ For more information about AVA about our work please visit our website www.avaproject.org.uk.

➢ For more information about being a trustee look at the Charity Commission website at https://www.gov.uk/government/organisations/charity-commission. ➢ If you have further questions or would like this information in any alternative formats please email Eva Kestner, Resources Director -

eva.kestner@avaproject.org.uk

➢ To apply to become an AVA Trustee please return the following application form by 10am on Monday, 13th December 2021. We will be shortlisting right after the deadline and will be holding interviews on line/by phone during January.

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| Name: |
| --- |
| Address: |
| Email: Mobile: |
| Please tick to confirm that you have read and understood the ‘Becoming an AVA Trustee’ document ◻ |
| How did you find out about this opportunity? |
| **Please tell us why you want to be an AVA Trustee?** (maximum 200 words) |
| **What skills and experience would you bring to the role?** Please refer to the section on skills in ‘Becoming an AVA Trustee’ and address each of the skills marked. Please give examples from your life both personally and professional which show that you have the skills required. (maximum 500 words)  **Experience and Equalities priorities-** Can you tell us if you can help us to meet any of these priorities.  *Important note: If you have a CV please feel free to attach it to provide the answers to all or some of the following sections. If you are attaching a CV instead of completing any of the following fields, please just state ‘refer to attached CV’.*  **Your employment history** including volunteering and any current/ previous trustee positions (please start with the most recent) |
| **Your educational and training history** including any relevant training (please start with the most recent) |
| **Any other relevant experience?** Including community/peer based work and activism. |
| **Referee –** please provide the details of one person who would be willing to provide a reference for you, and how you know them. We will tell you before getting in contact with them. |

Please return this form by 10am on Monday 13th December 2021 to Maria Dardagan by email to maria.dardagan@avaproject.org.uk

**Please complete the Equalities Monitoring Form**

https://docs.google.com/forms/d/e/1FAIpQLSfJQfdb5RTDV\_tdHDqCnHCtjyqh6WfX3SfCX3qFV4E QCMQFxQ/viewform?usp=sf\_link

Thank you for your interest in becoming a Trustee at AVA.

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