



THE **STAR** CENTRE  
RAPE CRISIS AYRSHIRE



# Board of Trustees

## Information Pack

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## Background Information

### What we do and the role of the Board of Trustees

The STAR Centre: Rape Crisis Ayrshire supports survivors of sexual violence in North, South and East Ayrshire. We are a member of the national Rape Crisis Scotland Network. Our highly qualified staff offer specialist therapeutic and emotional support and psychosocial education to survivors of any type of sexual violence in a safe, non-judgmental space. We help survivors understand what they are going through and support them in finding ways to cope and move forward.

Our Advocacy Support Workers provide confidential, emotional and practical support to anyone who has reported, or is considering reporting an experience of sexual violence, to the police. We support survivors to make the decision that is right for them without any pressure or judgement. If they do decide to report, our worker will support them when giving a statement, liaising with the police during their investigation and throughout the court process should their case proceed to trial.

We know that young people can encounter sexual violence in various aspects of their lives, including within their relationships, peer groups at school, and online interactions. To address these issues and to provide young people with the necessary knowledge and language to discuss sexual violence, as well as access support our prevention and education workers deliver the National Sexual Violence Prevention Programme.

## Our Vision

A society where everybody is free to live without the threat of sexual violence

## Our Mission and Values

Our mission is to be the centre of excellence in Ayrshire providing first class sexual violence and prevention education whilst supporting **anybody** who has experienced **any** type of sexual violence at **any** time.

We do this in a way that is consistent with our core values:

### Compassionate

- Empathetic and understanding: We recognise the trauma survivors have experienced and providing support without judgment.
- Patient and supportive: we provide survivors with the time and space they need to heal, and offer a safe and confidential space to share their experiences.

### Inclusive

- Welcoming and supportive. We want The STAR Centre to reflect the population of Ayrshire and seek to support black and minoritised communities, people with disabilities, people of all ages, sexual orientations, gender identities, women involved with selling/exchanging sex and rural and remote communities including our island communities on Arran and Cumbrea.
- Cultural sensitivity: we recognise and respect the diverse backgrounds and experiences of survivors.
- As an organisation we are trans-inclusive, and pro-choice

## Ethical

- Trauma-informed approach: All staff are trained in understanding the impact of trauma and how it can affect survivors, so they can provide appropriate support.
- Maintaining confidentiality: we maintain the highest standards of confidentiality to protect survivors' privacy and safety.
- Avoiding harmful practices: we will never engage in practices that could re-traumatise survivors
- Reflective: we recognise that learning as an organisation is an on-going process and welcome challenge and feedback from all staff and stakeholders.

## Survivor-focused

- Empowering survivors: We recognise that survivors are the experts in their own lives and provide them with resources and support they need to make their own choices about their healing and recovery.
- Listening to survivors' voices: we listen to survivors' experiences and perspectives, and ensure they are involved in the development of services.
- Awareness: we are working to embed an intersectional approach, recognising the compounding inequalities and discrimination that survivors and our staff may experience and seeking to reflect this in our service provision and broader work.

## Feminist

- Challenging patriarchy: We believe that sexual violence is a cause and consequence of women's unequal status in a patriarchal society.

- Women-only spaces: We provide women-only services and space for women's voices to be heard (whilst being proud to support other gender identities).
- Challenging systems: We work to challenge attitudes, beliefs and systems that normalise and perpetuate rape culture and sexual violence

## The Role

Our trustees play a vital role in making sure that The STAR Centre achieves its core purpose. They oversee the overall strategic management and administration of the charity ensuring its financial viability and compliance against funders requirements and the National Rape Crisis Service Standards.

They support and challenge the staff team to enable The STAR Centre to grow and thrive. Board members have a collective responsibility for the strategic oversight of the organisation.

### Key Responsibilities and Accountabilities:

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

A charity trustee must:

1. Act in the interests of the charity:
2. Comply with the 2005 Act (specific duties):

### Duties:

- Support and provide advice on The STAR Centre's purpose, vision, goals and activities.
- Approve operational strategies and policies, as per scheme of delegation, and evaluate their implementation.
- Approve The STAR Centre's financial plans and budgets and monitor and evaluate progress.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The STAR Centre's financial statements.

- Provide support and challenge to the centre manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The STAR Centre's operating environment.
- Contribute to regular reviews of The STAR Centre's own governance.
- Attend Board meetings, fully prepared to contribute to discussions and take decisions.
- Act in good faith to promote and protect the interests of the STAR Centre's beneficiaries, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of The STAR Centre's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Take lead on specific areas of concern as agreed by the board e.g. Safeguarding oversight.

As a small charity, there will be times when the trustees may need to be actively involved beyond full Board meetings. This may involve attendance at sub-committees focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **What we are looking for**

We are looking for women willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

### **Personal skills and qualities**

- Commitment to a feminist leadership approach and enthusiasm for The STAR Centre's vision and mission.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion and decision making.
- A strong personal commitment to equity, diversity and inclusion.

- Willingness to lead according to our values: compassionate, inclusive, ethical, survivor-focused and feminist.

## The practicalities

1. The board meets once every month for about two hours – this is typically a Monday evening at 6pm-8pm via zoom, but this can be changed depending on the needs of the trustees. The Board are aiming to move to bi-monthly meetings in the future.
2. Papers will be sent prior to the board meeting to be read ahead of the meeting itself.
3. Total commitment in time is therefore 3-4 hours per meeting.
4. There may be ad hoc emails/meetings in between meetings.
5. You will have to undertake induction and annual refresher training (a day a year) plus we will organise a yearly development day.
6. This is a voluntary position but expenses can be claimed for travel to the centre if necessary.

## Expressing an interest

- If you would like to express an interest in becoming a board member please complete the form at the end of this booklet. We will then contact your referees and be back in touch with you once we have heard from them.



## Board Member Application Form

### **PERSONAL**

Name: \_\_\_\_\_

Address for  
correspondence: \_\_\_\_\_  
\_\_\_\_\_

Tel No (daytime): \_\_\_\_\_  
(evening): \_\_\_\_\_  
(mobile): \_\_\_\_\_

Email: \_\_\_\_\_

### **EXPERIENCE & HISTORY**

*Briefly summarise relevant personal history and experience e.g. employment, volunteering experience and other relevant background information*

**How do you believe you could add value to The STAR Centre?**

**What do you hope to gain from being a Trustee of The STAR Centre?**

## **CONFLICT OF INTEREST**

*N.B. Conflicts of interest would not normally be a barrier to appointment as long as they are appropriately managed and/or resolved, this will be explored further with you.*

Are you related to any member of staff or serving Board Member?	YES/ NO
If YES, please give details	

Are you aware of any possible conflict of interest which might arise either personally, in relation to your employment or in relation to your connections with any individuals (including family members) or organisations should you be appointed?	YES/ NO
If YES, please give brief details	

## **DECLARATION OF ELIGIBILITY**

I declare that:	
<ul style="list-style-type: none"><li>○ I am aged 16 years or over at the date of this application.</li><li>○ I am capable of managing and administering my own affairs.</li><li>○ I do not have any unspent conviction relating to any offence involving deception or dishonesty.</li><li>○ I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted trust deed for my creditors.</li><li>○ I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the insolvency Act 1986.</li><li>○ I have not been removed from the office of charity trustee for a charity by an OSCR or Court of Sessions on the grounds of any misconduct or mismanagement.</li><li>○ I do not have a conflict of interest which would prevent me from becoming a director of The STAR Centre at this point.</li><li>○ I am not disqualified under the PVG scheme.</li></ul>	
Signed:	Date:
Name:	

## **DATA PROTECTION**

### **Data Protection Act 1998:**

As part of the recruitment procedure we may collect and store sensitive personal data on you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to six months after the date on which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following; racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality, offences and/or convictions.

I declare that the information given on this form is correct to the best of my knowledge

Signed:

Date:

Name:

### **REFERENCES**

**Please give details of two people who may be approached for a reference and who can comment on your suitability for this application:**

**Name:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Tel No:**

\_\_\_\_\_

**Tel No:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**How long have you known this person?**

**How long have you known this person?**

**In what capacity does this person know you?**

**In what capacity does this person know you?**

### **DECLARATION**

I confirm that the information on this form is correct and complete.

Signed: \_\_\_\_\_ Date: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

