



## Board of Directors Role Description and Person Specification

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### Role Description

#### What the board role involves

- Commitment to the values, ethos and charitable objectives of Edinburgh Rape Crisis Centre (ERCC)
- Shared responsibility (with the rest of the Board of Directors) for the effective governance of ERCC, incorporating:
  - oversight and management of risk
  - ensuring a clear strategic direction for the organisation
  - ensuring the organisation complies with its obligations (e.g. legal obligations, grant agreements, contracts)

In particular this includes:

- Reviewing and updating the organisation's strategic objectives, and monitoring progress towards these
- Monitoring and addressing any risks facing the organisation
- Monitoring the financial position of ERCC and ensuring that ERCC meets its financial responsibilities
- Compliance with all relevant and appropriate legislation (e.g. through ensuring updating of policies and procedures)
- Ensuring that ERCC delivers the best quality services to survivors of sexual violence and their supporters, and striving for survivors to have equal access to services (e.g. considering those who are marginalised or who face additional barriers.)
- Ensuring that the staff and volunteer team is well-supported and equipped to meet the needs of survivors of sexual violence and their supporters
- Working to promote the organisation, building its profile and increasing support for it within the community
- Participating in the wider Rape Crisis network, for example through shared training events

#### Time commitment and key activities

Time commitment can vary according to the roles and tasks that board members take on, but at least 5 hours per month are needed for meetings and ongoing communication. Expectations of board members are as follows:

- To attend board meetings every two months and to review papers circulated in advance
- To take part in sub-committees (these include HR, finance, fundraising and strategy. Board members usually take part in whichever best suits their skills and interests.)
- To follow rules and procedures as laid out in ERCC's constitution

- To maintain regular communication outside of meetings, e.g. checking and responding to emails (through a dedicated email address) at least once a week
- To take part in occasional development sessions/Away Days with the staff team
- To declare any conflict of interest which may impact on their ability to make decisions in the best interests of ERCC, and to comply with measures to manage any such conflicts
- Participate in relevant training

Other activities may include:

- Representing ERCC, for example at events
- Taking on particular roles such as Convenor, Vice Convenor or chair of one of the subgroups
- Taking part in recruitment and induction of new board members
- Contributing to reviews of key board processes e.g. recruitment and induction
- Becoming a signatory as part of financial control measures
- Providing support and supervision to the Centre Director

### **Person Specification**

ERCC welcomes applications to the board from women with all kinds of life and work experience and from all kinds of backgrounds. Knowledge of governance and management is helpful, but previous experience is not essential and training is available.

- An interest in gender-based violence and commitment to improving services for survivors of sexual violence
- A feminist approach to understanding sexual violence
- A commitment to advancing equality
- Personal integrity, honesty and transparency
- Willingness to contribute relevant knowledge and skills and to work collaboratively with other Directors
- Willingness to work effectively with ERCC's Centre Director and Assistant Centre Director and other staff and volunteers as appropriate
- Willingness to act as an advocate for ERCC
- Reliability, self-responsibility and willingness to commit time to meetings and ongoing communication
- Able to work effectively in a team
- Willingness to address differences of opinion in a constructive and supportive manner

Only women need apply under Schedule 9, Part 1 of the Equality Act 2010

ERCC welcomes applications from women who are survivors of sexual violence and recognises the importance of survivors' involvement in the governance of the organisation. We do not ask women to disclose such experiences when applying to join the board, but we do ask that women who have accessed support at ERCC allow a period of six months after finishing support before making an application.