



**Royal Life Saving Society UK**

**Candidate Pack**

**Honorary Treasurer**

**August 2019**

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## Background Information

### Introduction

We are looking for a strategic thinker with a track record in financial leadership and a passion for, and interest in, the charitable and commercial work of RLSS-UK to campaign on drowning prevention and providing qualifications, awards, accreditations and consultancy in water safety management.

### About RLSS UK

The Royal Life Saving Society UK (RLSS UK) is the Drowning Prevention Charity and the UK's leading provider of water safety and drowning prevention education.

Over 700 people drown in the UK and Ireland every year and many more suffer injury, some life-changing, through non-fatal experiences. More people die from drowning in the UK and Ireland than from domestic fires or cycling accidents. We have a huge challenge facing us to help save lives and reduce the number of UK and Irish citizens drowning.

Here at the RLSS UK, we have an impressive heritage. We have built up years of experience and we are proud to boast a strong force of loyal members and volunteers who work with us to promote water safety and educate in lifesaving skills. Our roots were established back in 1891 as the Life Saving Society, and in the early 1900s, with support from the Royal family, we were granted permission to adopt the 'Royal' to our title – a badge that we are still immensely proud of today.

We have used our extensive knowledge of water safety and training to develop a comprehensive range of vocational qualifications and a series of awards and programmes which have the ultimate aim of preventing drowning and stopping the unnecessary loss of life – including the National Pool Lifeguard Qualification (NPLQ), the premier lifeguard training programme.

Our core purpose is to prevent drowning and we want to deliver a year-on-year reduction in the rate of British and Irish citizens drowning. We intend to focus our attentions through the identification of seven challenging "Ambitions" to have the maximum impact possible on these facets of the work we undertake.

### RLSS UK Ambitions



## **Our delivery mechanisms**

To help reduce the damaging impacts of drowning in the UK, we recognise that we will need to use a varied approach to delivery, to help tackle the issues, some of which are very complex. In order to help achieve 'Our Ambitions', we need to make sure we have the right people, doing the right things at the right time. Ensuring our networks and workforces are well-trained and united in our common cause of preventing unnecessary loss of life through drowning.

## **Sustainability**

In order to reduce drownings, we need to ensure that we create a sustainable and robust way of supporting our drowning prevention activities. Our model of delivery relies on a varied stream of income from commercial activities to fundraising – all supporting the delivery of our humanitarian aims.

## **RLSS UK Enterprises Limited t/a RLSS Direct**

Our trading outfit, RLSS Direct, stocks and fulfils a range of products to help support the delivery of our vocational and non-vocational awards and qualifications. The suppliers we use are carefully selected and vetted by experts for their safety and durability. We will continue to ensure we concentrate our efforts on making sure we provide our lifesaving community with the best service and materials to perform activities safely and to the best of their ability. RLSS Direct is provided under contract by Tricord Limited in Lisburn, NI.

## **IQL UK Limited**

IQL UK is the awarding body of RLSS UK. Our current commercial offering is based on the delivery of the highest quality of both OFQUAL regulated and non-regulated vocational training programmes, tailored to our customers' needs – whether that is within the aquatic environment or beyond. The approach we take is innovative and robust, ensuring we provide excellent training programmes, support materials for the delivery of our courses and ongoing training and development to ensure the highest standards across our range of lifeguarding, lifesaving, first aid and consultancy services.

## **Charitable Income**

We will build upon the excellent foundations and progress we have made during the last three years in the field of fundraising by maximising the potential of existing channels as well as implementing new ways of engaging commercial partners and organisations to support us financially to achieve our humanitarian goals. The charity and trading companies combined currently turnover £5.5 million, with c.50 staff, 9,000 members and 90,000 lifeguards have our qualification.

## **The Future**

Our model of delivery relies on a varied stream of income from commercial activities to fundraising – all supporting the delivery of our humanitarian aims. Going forward, we need to ensure we are in a strong position to be responsive to our operating environments and continue to ensure we provide quality services and solutions. We are constantly seeking to take advantage of market opportunities to help support the delivery of our drowning prevention activities. As the market leader in providing water safety education and with the industry's most respected pool lifeguarding qualification (NPLQ), we continually review evidence and research, listen to industry representatives and do our own research to ensure our products are relevant and meet marketplace demands.

## **RLSS UK governance**

The Royal Life Saving Society UK is a registered charity and a company limited by guarantee. RLSS-UK's trustees are registered as directors at Companies House. RLSS UK is governed by a board of trustees, which comprises:

- Chair
- President - elected by RLSS-UK membership
- Deputy President - elected by RLSS-UK membership
- Honorary Treasurer – ex officio
- Seven trustees elected by RLSS-UK membership
- Three appointed trustees

Trustees serve for an initial term of three years and can be re-appointed for a second and final term of three years.

## **Duties as a trustee**

- Ensure that RLSS-UK complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that RLSS-UK pursues its objects as defined in its governing document
- Ensure RLSS-UK applies its resources exclusively in pursuance of its objects and does not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to RLSS-UK, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of RLSS-UK
- Ensure the financial stability of RLSS-UK
- To always act in the best interests of RLSS-UK

## **Duties of the Honorary Treasurer**

In addition to the general duties of a trustee, the treasurer has responsibilities to maintain an overview of RLSS-UK's financial activities, ensuring with the Chief Executive Officer and Finance Director that they remain sustainable and that we use our resources effectively to achieve the organisation's aims. They also need to ensure that RLSS UK maintains the highest level of financial governance and reporting.

### **Specific responsibilities of the Honorary Treasurer**

- Ensuring that the planning of financial resources of the Charity meets its present and future needs.
- Ensuring that the Charity has an appropriate Reserves Policy.
- Delivering the presentation of financial reports to the Board with the Finance Director.
- Ensuring that appropriate accounting controls are in place.
- Providing strategic advice on the financial implications of the Charity's plans.
- Ensuring that the Charity has an appropriate Investment Policy
- Ensuring that the Charity's investments are maximising their potential return
- Ensuring that there is no conflict between any investment held and the aims and objects of the Charity.
- Monitoring the Charity's investment activity and ensuring its consistency with the Charity's policies and legal responsibilities.
- Alongside the Board ensuring the Charity's compliance with legislation, particularly in relation to financial compliance.
- Ensuring that the accounts are prepared and disclosed in the form required by the funders and the relevant statutory bodies, e.g. the Charity Commission and/or the Registrar of Companies.
- Ensuring that the accounts are audited and any internal control recommendations are implemented.
- Ensuring financial regulations and scheme of delegation remain relevant and up to date.
- Leading on the appointment and tendering of audit services.
- Keeping the Board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

This is a voluntary role and trustees receive no remuneration. Reasonable expenses can be claimed, in line with RLSS UK expense policy, for attendance at board and other meetings and RLSS-UK events necessary for the fulfilment of the Honorary Treasurer's duties.

The Honorary Treasurer will be expected to work closely with the Finance Director in a constructive, critical friend role; to challenge and support in equal measure.

### **Minimum time commitment**

The Honorary Treasurer is expected to attend all Board of Trustee meetings (between four and six per year). Board meetings are held on a Saturday in Worcester.

The Honorary treasurer acts as Chair for the “Finance, Performance and Audit committee which meets at least four times per year in office hours. Meetings are held at the discretion of the Committee Chair and will either be held electronically or face to face.

Additional time will be required for reading papers and meetings as required with the Chief Executive Officer and Director of Finance. The Treasurer will receive a full induction and should expect to allocate a minimum half a day in Worcester. We estimate that the average minimum time commitment required will be one and a half days each month.

### **Person specification**

The treasurer must have:

- At least 10-years post-qualification membership of an IFAC internationally recognised professional accountancy body
- Experience as a senior Director (FD/CFO) or at least a second tier (Deputy FD, Head of Finance) in an organisation with a turnover of at least £10million/pa
- Ideally had experience as a trustee of a charity/non-profit organisation
- Commercial experience
- A commitment to the mission of RLSS UK and a willingness to meet the minimum time requirement
- Integrity and ethical stance
- Strategic vision good and independent judgement
- An ability to think creatively and a willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of RLSS UK
- To be familiar with or to undertake to understand the various Charity Commission guidance on financial matters.
- To be familiar with or to undertake learning around the Charity SORP
- Experience of directing investment funds and investment policies



## **How to apply**

To apply, please send your CV and a brief covering letter describing your suitability for the role and any potential conflicts of interest to [recruit@rlss.org.uk](mailto:recruit@rlss.org.uk)

If you would like to discuss this opportunity in more detail, we would be pleased to arrange an informal discussion. To request a call, email [recruit@rlss.org.uk](mailto:recruit@rlss.org.uk)

The closing date for this opportunity is midday, 03 September 2019. Interviews will take place on Tuesday 10 September 2019. Please inform us in the covering letter if you are unable to attend on this date.

The decision of the interview panel will be ratified by the Trustee Board and appointment reported to the RLSS UK AGM in October 2019.

If successful, you would be expected to take up duties in October 2019.