



Forth Valley Rape Crisis Centre Board Recruitment

Position: Secretary to the Board

Salary: Voluntary (covers reasonable expenses)

We are seeking a new Secretary to support the Chair in ensuring the smooth functioning of the Board of Forth Valley Rape Crisis Centre.

About Forth Valley Rape Crisis Centre (FVRCC)

FVRCC is a feminist organisation and provides services across Forth Valley, comprising: Falkirk, Stirling, and Clackmannanshire. We provide free and confidential information, advocacy and support to anyone over 13 in Forth Valley affected by any form of sexual violence.

Forth Valley Rape Crisis was established in 2015/16 as a Scottish Charitable Incorporated Organisation (SCIO). We are led by a voluntary board of directors who are women living or working in the area.

The centre currently employs 12 paid members of staff and is supported by a growing team of volunteers.

You can find out more at our website: <https://www.forthvalleyrapecrisis.org.uk>.

Our service

- We support anyone (over 13) affected by any form of sexual violence
- We provide an inclusive service: our support service is open to survivors of all genders, and we consciously focus on providing an inclusive and access environment to all. Unfortunately, our support space is not currently wheelchair accessible. While we are actively working towards increasing access, at the moment we are able to offer support at nearby accessible venues
- The core work of the centre is to provide one to one support to survivors to support them to recover and heal from the trauma of sexual violence. The centre also offers group work to survivors. In addition, the centre supports family, friends and workers who are supporting someone affected by sexual violence.
- We are a partner in the National Advocacy Project, coordinated by Rape Crisis Scotland (RCS). Our Support and Advocacy Worker provides advocacy and emotional support to survivors who are reporting, or considering

reporting, to the police with this process or with on-going criminal justice proceeding such as giving evidence or attending court.

- We are a partner in the national Rape Crisis prevention programme and deliver prevention work with children and young people across the Forth Valley area. This work is aimed at working with children and young people to explore and develop positive healthy attitudes regarding topics such as; sexual violence, social media, gender and consent.
- We deliver training and seminars to other professionals and agencies- such as Police Scotland and NHS Forth Valley- which increase knowledge and understanding of sexual violence and its impact and collaborative multi agency working to best meet the needs of survivors.

We are a member of the Stirling, [Falkirk and Clackmannanshire Gender-Based Violence Partnerships](https://nhsforthvalley.com/about-us/equality-and-diversity/gender-based-violence/).(see <https://nhsforthvalley.com/about-us/equality-and-diversity/gender-based-violence/>).

About the role

The role routinely involves:

- Organising Trustee meetings
- Coordination with Trustees, including polls for meeting dates, sending calendar invitations / reminders
- Minute-taking at meetings
- Distribution of meeting minutes, other necessary documents, and reminders to fellow Board members
- Maintaining and updating online document storage (relating to Board documents)
- Taking part in sub-committees according to skillset and availability
- Assisting with organising Centre events and activities as needed

Additional tasks

- Maintaining and submitting the Trustee register to OSCR
- Filing annual accounts (with the support of the Treasurer and Centre Manager)
- Filing the Annual Trustee Report with OSCR

Skills and requirements

The post holder should:

- Have a commitment to feminism and feminist governance
- Have the ability to form positive and productive relationships with fellow Board members, the staff and volunteer team and wider stakeholders as required
- Be able to commit the time required to be an effective Secretary

Estimated time commitment

The estimated time commitment of the Secretary is:

- Quarterly board meetings: 3 hours (including preparation, capturing & typing up the minutes)
- Quarterly sub-group meeting : approximately 2 hours
- Ad hoc issues to respond to: approximately 2 hours per month

What we can offer

- The opportunity to shape a vital and exciting new organisation
- To be part of ensuring survivors in Forth Valley get access to the services they need and deserve
- Induction training as well as ongoing training opportunities
- Networking and development days with other Board Members in the Rape Crisis network to develop Governance practice
- Chance to challenge yourself and develop new skills
- Opportunity to work with people with similar values and ethos
- Out of pocket expenses

Next steps

If you are interested in applying for this role, please contact Amanda Heenan, at Arc of Inclusion, for an application pack, or if you would like some further information.

Email: amanda@arcofinclusion.co.uk or call 01786 439244.

Recruitment timeline:	(2019)
Deadline for applications	20 April
Meet the Board	w/c* 22 April (tbc*)
Interviews	w/c 29 April(tbc)
Successful candidate confirmation	w/c 13 May (tbc)
Formal election at AGM	11 June (tbc)
Induction	June – September
*w/c = week commencing; *tbc = to be confirmed	

