



Trustee Recruitment Pack

SUMMER 2023





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OVERVIEW



WELCOME

Thank you for your interest in becoming a trustee with NAPAC.

This is an exciting time to be joining our organisation. We are currently experiencing a sustained period of growth and development, which means we are increasing our reach to the people who benefit from our support.

With growth comes the need to continue ensuring that our governance is of the highest standard. This is where our wonderful trustees have a very important role to play. We currently have a well-established Board, who are looking to welcome several new trustees to support them.

You can find out more about our current board by visiting: <https://napac.org.uk/meet-the-team/>

Our Chair of the Board, Philippa Gale, and I very much look forward to reviewing your application, and potentially meeting you in the near future.



Gabrielle Shaw
Chief Executive



ABOUT NAPAC



We know that abuse in childhood can cause continuing harm to people as they grow up. The abuse experienced years, or even decades ago is damaging the lives of millions of adults today.

At NAPAC we believe that every individual has the right to leave the impact of childhood abuse behind, grow as a person and enjoy a happier and more fulfilled adult life.

You can learn more about our work and read our latest strategy and impact reports on our website:

<https://napac.org.uk/>

NAPAC is a successful national charity that supports adult survivors of any type of childhood abuse. We do this through:

- providing a range of services which offer direct support to survivors
- spreading best practice by providing training for professionals who work with survivors
- working with others to increase the provision and effectiveness of support for survivors
- standing up for survivors and representing their interests among those who are in a position to help improve their lives

OUR VALUES

We empower – we listen, support and enable survivors to take the next steps on their journey.

We support – we enable our team and others to better support survivors on their journey through investing in up to date and evidence-based training.

We collaborate – we work with others to raise standards and widen reach to support survivors.

We are tenacious – we support and are a voice for survivors, and we do not give up.

We are world leading – we set a global standard for supporting survivors and training others to do so to the highest quality.



WHO ARE WE LOOKING FOR?



We are looking to recruit trustees with experience in one or more of the following fields:

LEGAL AND/OR LAW ENFORCEMENT

A senior solicitor or law enforcement professional with well-developed national networks to help promote NAPAC's work within the legal profession or law enforcement; comfortable with advising the Board on legal or law enforcement matters and encouraging support within their respective sectors.

HEALTH

A specialist in health or social care – candidates with a background and expertise in trauma-informed mental health are of particular interest – with strong knowledge of the NHS and its structures, able to help NAPAC refine our training and advocacy offer to best effect for health professionals.

FUNDRAISING

A person with experience of income generation amongst corporates, high-net worth individuals, trusts and foundations; comfortable with advising the Board on fundraising strategy and helping our team develop effective approaches, bid submissions and events.

Previous charity Board experience is desirable but not as important as a passion for NAPAC's work and a desire to make a positive contribution. Whether you are an experienced trustee or looking to take your first step at Board level, we want to hear from you. NAPAC believes that diverse boards strengthen governance, and we remain committed to attracting and recruiting trustee candidates from diverse backgrounds and with a wide range of skills and lived experience.





OUR IMPACT



8.5M

adults in England and Wales living with the aftermath of a traumatic childhood caused by abuse

14%

of the population are survivors of childhood abuse, over one billion globally

Last year...

164,893

people directly reached through our NAPAC survivor support services

154,716

people visited our website

7,365

people were supported by phone last year

2,812

emails replied to by our survivor support services

5,825

hours of individual emotional support provided by telephone and email

46%

of those we help have depression

30%

have long term health conditions

NAPAC also provides support groups and training

30

NAPAC support groups have been delivered across the UK

1000+

professionals trained in trauma-informed practice



ABOUT THE NAPAC BOARD



The NAPAC Board of Trustees is responsible for the charity's strategy and financial security. While the day-to-day running of the organisation is delegated to Gabrielle Shaw, the Chief Executive, trustees are ultimately legally accountable. For more information on what is expected of a charity trustee, please refer to the Charity Commission's formal guidance '*The essential trustee: what you need to know, what you need to do*' at this link <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

The NAPAC Board currently consists of six trustees, with the charity's Articles of Association allowing for a maximum of 12 trustees. The NAPAC Board has a Chair chosen by the Board. A number of 'task and finish' groups will also be convened for specific purposes as required throughout the year.

The NAPAC Board usually meets four times a year. The remaining dates in 2023 are:

- Thursday 14 September 2023, 17:30 – 20:00
- Thursday 7 December 2023, 17:30 – 20:00

We are hopeful that the Board will be able to welcome new trustees at the meeting on 14 September 2023.

The Board has the following minimum expectations of all trustees:

- Attendance at quarterly Board meetings, and occasional strategy meetings. Board meetings take place in the evenings at NAPAC's offices in Borough, London. Face-to-face meetings are preferred but remote participation is always an option. There is usually one all-day Board awayday during the year, to review progress and discuss strategy.
- Availability via phone or email to the Chair or Chief Executive for advice from time to time.
- Trustees will normally be expected to undertake membership of a Board 'task and finish' group when required.

Trustees are appointed for an initial term of three years with the option to renew for a further three years.



TRUSTEE RESPONSIBILITIES



1. To ensure that NAPAC complies with its governing document, charity law, company law, and any other relevant legislation and regulations.
2. To ensure that NAPAC pursues its objects as defined in its governing document.
3. To ensure that the organisation applies its resources exclusively in pursuance of its objects – that is, NAPAC must not spend money on activities that are not outlined in its governing document, no matter how worthwhile or charitable.
4. To contribute to the NAPAC Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
5. To safeguard the good name and values of NAPAC.
6. To ensure the effective and efficient administration of the organisation. To ensure the financial stability of the organisation.
7. To protect and manage the property of the charity to ensure the proper investment of NAPAC funds and resources.
8. To appoint the Chief Executive and to monitor their performance.
9. In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This involves close reading and scrutiny of Board papers, full participation in discussions, focus on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.



TRUSTEE PERSON SPECIFICATION



VALUES:

Knowledge of and commitment to abide by The Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You can read more on these principles using this link:

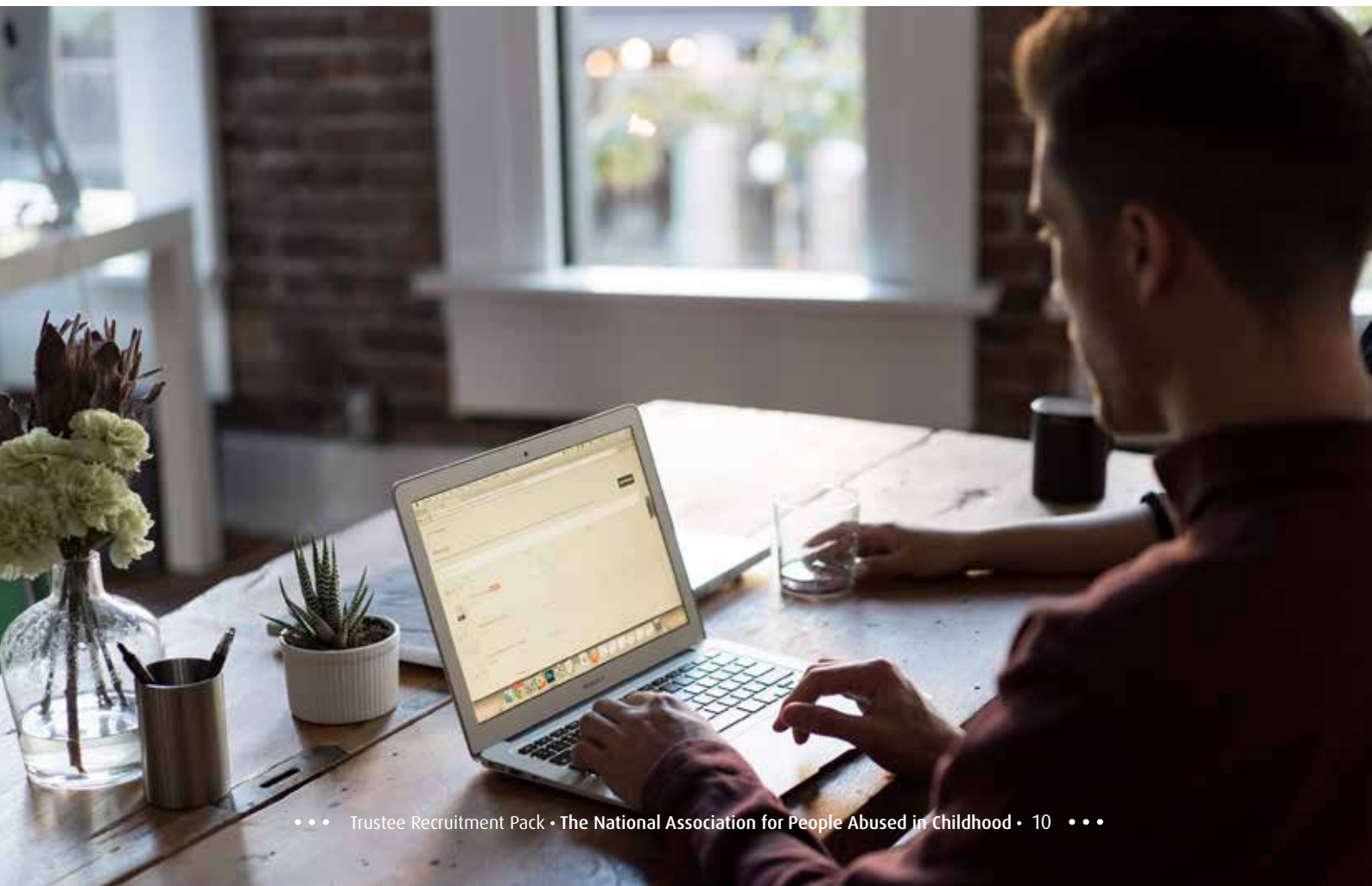
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

COMMITMENT:

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Commitment to the charity
- Willingness and ability to devote the necessary time and effort
- A commitment to advocating for survivors of childhood abuse

SKILLS AND ATTRIBUTES:

- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Business acumen
- Confidence in handling sensitive subject matter
- Proactive, sociable and adept at networking



NEXT STEPS - WHAT WE NEED



Please send us a CV together with a supporting statement (maximum two sides of A4) about why you want to be a trustee of NAPAC and how you meet the requirements of the role. Please include the names and details for two referees; they will not be contacted until we have your express permission.

The application should be sent by email to our partners Action Planning who are supporting this process. Please email Sarah Divina, HR Consultant, on sarah.divina@actionplanning.co.uk with the subject 'NAPAC trustee application'.

KEY DATES:

The closing date for the role is 5pm on Friday 29 September. We will hold information interviews over Zoom as we receive applications. Interviews with those shortlisted will take place in early/mid October, in person at our London offices.

The recruitment process is overseen by the Chair and Chief Executive with support from Action Planning; the whole Board of Trustees is being kept apprised of progress and will make the final decision on trustee appointments.

Please let us know if you would benefit from any accommodations should you be invited to interview.

QUERIES:

If you have any queries on any aspect of the appointment process, need additional information or would like to have an informal discussion, please contact Sarah Divina, HR Consultant, on sarah.divina@actionplanning.co.uk.

We encourage prospective applicants to look at NAPAC's new Strategic Plan and previous year's impact reports, all of which are on [NAPAC's website](#)

NAPAC's most recently published annual accounts can be accessed via the Charity Commission's website here <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3951063>

EXPENSES:

As the role of trustee is a voluntary position, the role does not attract remuneration. However, reasonable expenses as incurred in fulfilling the role may be claimed.



