



SUPPORTING  
HEALING  
EDUCATING



# Candidate Information Pack Chief Executive

S.H.E UK  
Supporting Healing  
Educating





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## HELLO AND WELCOME TO SHE UK



I'm delighted that you're interested in joining our team at SHE UK as our new Chief Executive.

SHE UK has developed considerably since it was first conceived as an idea over twenty years ago. Our vision as an organisation is to support adult survivors of childhood sexual abuse and adult sexual violence through a range of services from counselling through to life skills workshops. Our uniqueness comes through our Evaluative Need Therapy; we deliver therapy based on individual need rather than a fixed number of sessions recognising each person's journey from surviving to thriving is different.

As Chair, I look forward to meeting you and hearing all about the ideas and experience you can bring to help us continue the SHE UK journey, reaching more survivors, and working to ensure we have the financial stability we need to focus on the important work that our team does every day.

I hope this pack gives you a good insight into our charity. You can find out more about us by visiting <http://she-uk.org.uk/>

For an informal chat about the role or for further information, please feel free to contact Nicci Robinson, our current CEO on 07966 373 393 or email her at

[nicci.robinson@she-uk.org.uk](mailto:nicci.robinson@she-uk.org.uk)

Alternatively, you can contact Hayley McDonald of Action Planning's Recruitment Team, who are managing the recruitment process for us at

[hayley.mcdonald@actionplanning.co.uk](mailto:hayley.mcdonald@actionplanning.co.uk)



Kind regards,

**Kate Drake,**  
Chair, SHE UK





## SHE UK: OUR HISTORY



SHE UK was founded as a self-help group in 1998 by Jacqui Lewis and six survivors, including Ezzie Bainbridge, after they'd discovered a severe lack of a holistic approach to the devastating effects of childhood sexual abuse. Jacqui is still a trustee with the charity and although Ezzie has recently passed, she left her entire estate to help SHE UK continue.

As the years have passed, our services have developed from a simple meeting of women with shared experiences to a wide range of activities, groups, and facilities identified by the needs of the women who come to us. Our services now include one-to-one befriending; crisis support; key working; Lounge support; creative workshops; lifelong training and personal development courses; evaluative need therapy; volunteering opportunities; and a mentoring service. All of these services are delivered by highly trained professionals with years of counselling and therapeutic experience, in either a paid or unpaid capacity. And we're very proud to still maintain a survivor-centric charity, with their voices at the heart of all we do.

Six years ago we set up MENDing UK as a subsidiary to SHE to deliver 1-to-1 therapy services to male, and those who identify as male, survivors of sexual abuse.

Our current Chief Executive Nicci Robinson has held the role since June 2013. She is now stepping down to pursue her own interests but will remain with the charity working one day a week in a Business Development role.





## WORKING WITH OUR CLIENTS: STEPH



My name is Steph, and I'm 35 years old. I was groomed and sexually abused for six years when I was a child. When growing up I was taught to always do as adults say, I wasn't really allowed to talk about myself or my feelings and I was led to believe that my purpose in life was to look after other people.

I started self-harming when I was twelve and isolated myself for years. I wouldn't allow myself to get close to anyone. When I was sixteen, I couldn't make sense of anything that happened when I was younger, and I blamed myself for everything. I tried to take my own life and ended up having stitches in the hospital. I was told by a nurse I was lucky to be alive. When I got home to my mum, I opened up about what happened when I was young but unfortunately my mum either didn't believe me or didn't want to face it. Everything got swept under the rug.

I was sexually assaulted when I was seventeen and then again, a few years later. I carried on self-harming and developed other unhealthy habits too. I went through life in a bit of a daze, which I understand now was a form of dissociation. I felt worthless, I didn't trust anyone and I felt like I didn't have a future.

Eventually I trusted someone enough to get married and had two children together. I wouldn't let anyone get too close to the kids (especially men) and I started thinking more and more about my past as a child. I knew I had to do something because I was on edge all the time, I suffered terrible anxiety and depression, I had panic attacks all the time and I didn't want to go out anywhere because I was getting constant flashbacks.

When I first contacted SHE UK, I was so scared. Would I have to talk about everything? I couldn't even talk to my husband or my closest friends about the past. Would they even believe me? Was I making a mistake? When I first visited for my initial assessment, my friend walked me to the door. I was shaking so much and could barely stand or put two words together! But once I had the initial assessment and was told about the help available, I felt a lot better. I was allocated a therapist and a key worker and was also invited every week for group lounges and courses.



Everything at SHE UK just works. The courses for me were emotionally draining but they helped me to look at my life in a different light. They helped me to see things that I never even knew existed, to talk about them and reflect. It was a huge relief too when I realised I wasn't alone and that other service users could relate to the things I shared. It wasn't easy though, there were plenty of obstacles to overcome which I had to take to key working sessions or therapy to work through.



When I first started therapy, I went through all my past experiences in the first few sessions like I was reading off a shopping list! It took months for me to start trusting Sarah (my therapist) and let her in. I was convinced that the more I told her, the less likely she was to come back and see me again and that she'd hate me. I'd never actually talked about my own feelings before so it was all new to me. When I did eventually start opening up it was like opening Pandora's box in my head! All of a sudden, I had all these feelings that I didn't know how to deal with (They were always there, they were just hidden deep down and I just had to find them). Sarah helped me work through them and express them in a healthy way.

Two years later I have changed so much. The staff at SHE UK have helped me to heal and become a better me. My friends and family keep telling me that I've changed and I look really well. I'm confident enough now to say no to people and voice my opinion. I'm not interested in what others think of me anymore and I'm not desperately trying to please anyone. I can show emotion without feeling bad or apologising and I'm taking better care of myself. Also, I feel like I can do anything, I'm happy and I feel strong and empowered.

In the next few years, I'm going to be training to become a therapist to help people like me. The staff at SHE UK have truly inspired me and thanks to them, I know 100% that I would be good at it.

Last year, I raised money for SHE UK by jumping out of a plane, I managed to raise £739.25. I am so incredibly grateful that I wanted to give something back.



## WORKING WITH OUR CLIENTS: TASHA



I came to SHE UK as a survivor of sexual abuse. I needed help as I felt that my life was spiralling out of control. I was suffering with an eating disorder and severe mental health difficulties. I was highly medicated, yet still finding it hard to cope. I found it incredibly difficult to trust anyone around me and this was affecting all my relationships.

It took many weeks to actually step through the doors of SHE UK, and many weeks of someone building up a trusting relationship before I could fully engage. I initially started having one to one catch ups and coming to the Lounge group, however, I could not stay here for long periods initially. I was put on the waiting list for therapy, and around a month later I started with my therapist. At this point, I was also able to stay longer at the Lounge peer support group, and eventually I was able to stay all day.

From the Lounge support, I gained a sense of relief that I was not on my own as a survivor and felt that I wasn't judged. It was a safe space with people who cared. I found therapy really challenging at first, particularly around building enough trust to disclose my trauma and feelings connected to this. Some days I would be able to engage really well, whilst others I just felt angry, sad and distant but I would be given space and acceptance to be me and I was nurtured through this process.



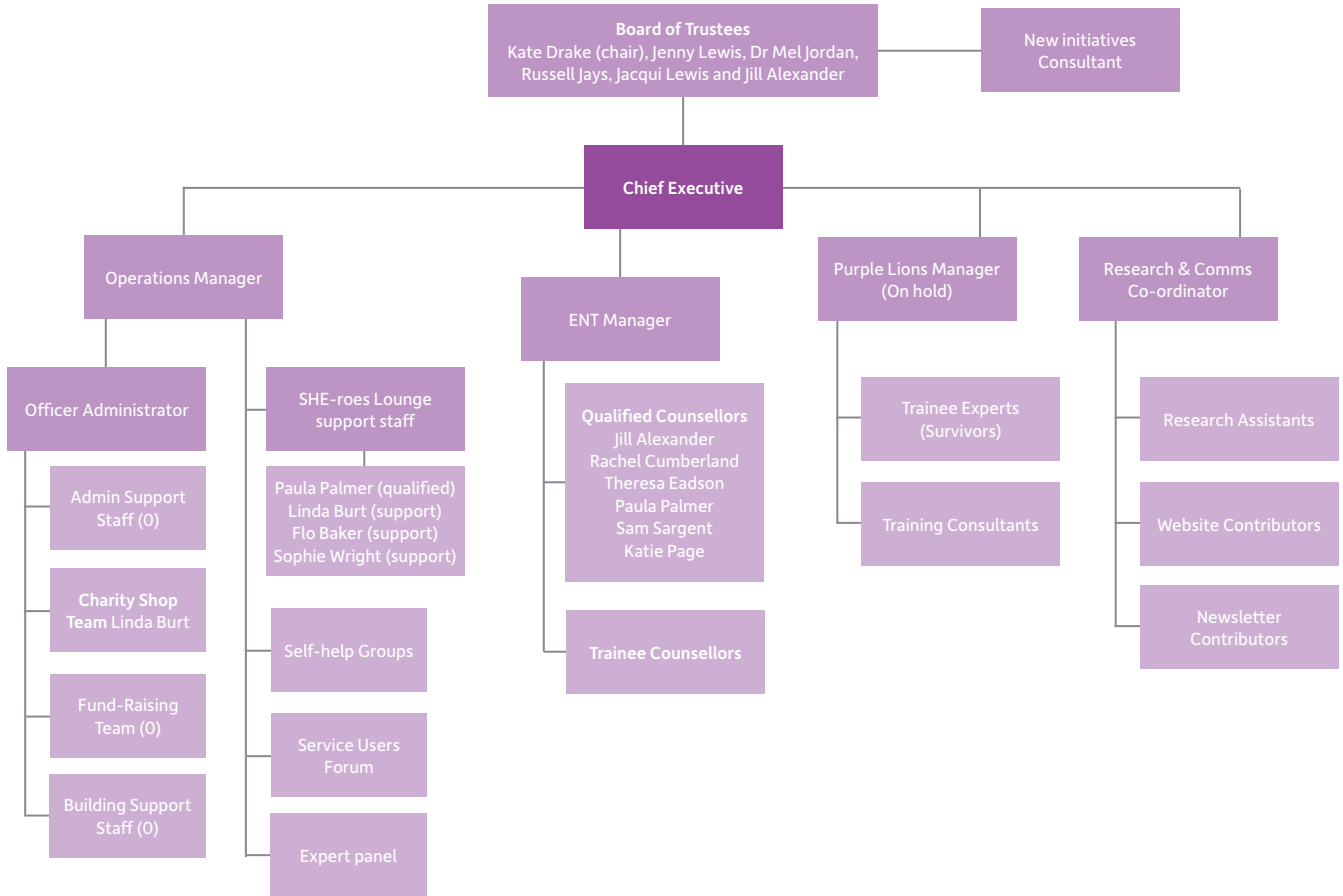
When I first started I had very little confidence, no self-worth and no voice to be able to speak my truth. As time went by I started to come out of my shell, and although it took me a while I started to gain a little self-worth. I also found my voice and was able to start challenging things that I didn't feel were right and challenging my own core beliefs.

Now I have self-worth, I am no longer a people pleaser and I am comfortable with who I am. I am able to manage my triggers and live my life to the full. I am comfortable in my own skin and have now beaten my eating disorder. I am also no longer on any medication as I do not need it. I have been away from SHE UK for two years now and I have been able to build loving friendships and from being someone who felt I was destined to be alone, I am now in a loving relationship and due to get married soon.

When I started my journey I could not bear anyone to say they were proud of me, but now I can quite honestly say I am proud of myself.



# ORGANISATION CHART









## JOB DESCRIPTION



The Chief Executive role is to ensure the charity is funded to continue its current services and to develop the organisation for the future, being an advocate for survivors and for our organisation and leading and developing our team to achieve their full potential.

This role requires a combination of integrity, advocacy, and ability to deal with stakeholders of all backgrounds along with financial and commercial acumen.

### REPORTS TO:

Chair of Trustees

### LOCATION:

Mansfield, with the opportunity to work from home for some of the time

### GENERAL RESPONSIBILITIES:

- Lead the charity, taking responsibility for its finances, management and administration
- Provide regular advice and information to the Board of Trustees as required to enable the Board to make effective decisions
- Develop plans for future development of the charity working closely with the Board of Trustees
- Ensure that all activities are carried out in accordance with the values of the charity and in line with all legal and ethical requirements of the sector
- Work with the Business Development Manager to maximise opportunities for developing the service

### WORKING WITH THE BOARD

- Along with the Chair, ensure that the Board of Trustees formulates and regularly reviews the Charity's vision, mission, and values
- In partnership with the Board, develop a long-term strategy for the Charity within the vision, mission, and values established by the Board
- Along with the Chair, ensure that the Board can adequately monitor annual plans, targets, and performance
- Report to the Board on charity progress, providing information and answering for organisational performance
- Develop policy proposals for Board discussion and decision
- Along with the Chair, establish the annual calendar for Board and sub-committee meetings
- Review the charity's experiences of delivering services

through the pandemic and consider possible changes to services as a result of online experiences and learning

### LEADING AND MANAGING THE CHARITY

- Ensure that a long-term strategy is in place to guide the Charity in achieving its objectives
- Advise the Board in all aspects of managing the Charity, including strategic planning for the
  - Financial welfare of the Charity
  - People leadership
  - Legal welfare of the Charity
  - Fundraising
  - Communications/public relations
  - Management of housing and property
  - Management of quality services and standards
  - Development and maintenance of supervision structure
  - Welfare of clients
  - Management and welfare of staff
  - Management of health and safety
- Keep up to date with websites and government guidance to ensure the charity and its board are up-to-date and forward facing
- Be responsible with the Board for the overall financial health of the Charity including developing new strategies for securing long term funding.
- Ensure the production of appropriate business plans to implement and achieve the strategies agreed by/with the board
- Take appropriate steps to protect the Charity from risk and ensure that the Charity fulfils its constitutional, regulatory, and legal obligations
- Ensure that the Charity has the right management systems and structures to carry out its work effectively, accountably, and safely
- To provide leadership to the team of staff and volunteers and provide development opportunities to enable individuals to achieve their full potential.

### PROMOTING THE CHARITY

- Seek to influence government policy and lobby on behalf of survivors
- Protect and enhance the reputation of the Charity, seeking opportunities to expand and promote awareness of the Charity's work
- Be able to present via a range of media the implications and



## JOB DESCRIPTION (CONT.)



- effects of childhood sexual abuse and to advocate for the organisation's aims, values, and clients in a range of contexts
- Act as spokesperson for the Charity and assist in the formulation of marketing strategies and campaigns
- Ensure that marketing materials and other communications accurately present the vision, mission, and values of the Charity
- Ensure that the website is regularly updated, newsletters produced, and other communications with service users and supporters of the charity maintained
- Maintain appropriate confidentiality at all times and ensure the Charity has processes and procedures in place to be compliant with GDPR requirements.
- Undertake any other duties and/or responsibilities in connection with the leadership and management of the Charity as the Chair of the Board of Trustees may from time to time request
- Ensure the Charity has appropriate books and records and that annual accounts are completed and filed in line with deadlines on an annual basis.

### GENERAL

- To review and further develop the Charity's policies and procedures in relation to your work (to ensure that high standards of quality and good practice are maintained, developed, and monitored)
- Be aware of your responsibilities under the Health and Safety policy and procedures, taking all possible steps to ensure a safe working environment and reporting all incidents or potential hazards
- Ensure all people are treated with respect, compassion, justice, and trust in the course of your work, thereby promoting the Charity's core values
- Promote equal opportunities through anti-discriminatory practice

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.





## PERSON SPECIFICATION



### EDUCATION

- High standard general education
- Degree level preferred

### EXPERIENCE

- Successful track record of six figure funding applications in any twelve month period
- Multi-stakeholder experience ranging from government contracts to front line service users, paid, and voluntary staff
- Worked with vulnerable people and/or survivors of trauma, with an ability to empathise and be an advocate of survivors
- Worked in the not for profit sector (several years preferred)
- Developing and leading teams, and able to demonstrate how you have provided others with opportunities and developed their skills

### SKILLS / ATTRIBUTES

- High level of self-confidence with a strong presence and high level of integrity
- Ability to build high quality relationships with all kinds of individuals and teams
- Strategic thinker who is able to articulate not only what the charity currently is, but what it could be
- Enjoys preparing high quality funding applications

- Excellent communication skills (written, verbal, and digital)
- Comprehensive understanding of Excel and Word, especially, but all Microsoft Office software platforms
- Financial planning and understanding of QuickBooks

### VALUES AND ATTITUDES

- An advocate of survivors of trauma who is committed to delivering high quality services and opportunities for all
- Hard-working, dedicated, and enthusiastic
- Committed to ensuring that the charity is ethical in all its dealings; has high levels of personal integrity

### FLEXIBILITY

- Working pattern may be flexible, including some home-working, if desired
- Some weekend work may be required
- Able to travel to meetings across the county and attend country-wide events where necessary including regularly meetings in Nottinghamshire
- Willing and able to work online remotely using MS Teams etc





## TERMS & CONDITIONS



### **SALARY:**

c£45K (full time equivalent)

### **HOURS:**

37 per week (open to negotiation and flexible working). As a minimum we would like the post holder to be in the office at least one day per week and two days per week during their first six months. We believe this is essential to enable the postholder to create a strong team with a clear sense of leadership and direction.

### **ANNUAL LEAVE:**

7 weeks plus bank holidays (pro-rata if full time)

### **SICK PAY:**

Statutory sick pay although we pay up to one month's full sick pay at the organisation's discretion

### **PENSION SCHEME:**

3% employer contribution; 5% employee contribution

### **PROBATIONARY PERIOD:**

6 months

### **LOCATION:**

Our head office is based in the heart of Mansfield, Nottinghamshire. We are a short walk from a large shopping centre and less than ten minutes from the mainline train station.







## HOW TO APPLY



If you would like to apply for this exciting role, please send the following to Hayley McDonald at [hayley.mcdonald@actionplanning.co.uk](mailto:hayley.mcdonald@actionplanning.co.uk)

- A full CV outlining your educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget, and staff. Please include details of your latest remuneration and benefits.
- A covering letter, of no more than two pages in total, **outlining how you meet the criteria set out in the person specification** and your reasons for applying.
- A completed Personal Details Form, available on the [Action Planning website](#).

The closing date for applications is **9am on Friday 23 April**

All applications will be considered immediately after the closing date and candidates will be informed if they have been shortlisted for first interview by **5pm on Wednesday 28 April**.

First interviews will be conducted by Tracy Madgwick, of Action Planning by Zoom during **week commencing 3 May**.

Final interviews will be held at the SHE offices in Mansfield if Government advice allows for this or alternatively remotely via Zoom **week commencing 17 May**.



