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**Help lead Mankind UK through National growth**

Established in 2000 by a team of counsellors, Mankind UK now has a turnover of

circa £450,000 pa, a staff of 13 and big ambitions.

We’re based in Hove, East Sussex and offer a stepped programme of therapeutic support to men who’ve experienced sexual assault or abuse.

We currently deliver our face to face services in Sussex and some online services Nationally. We believe our services should be available to men Nationwide so are entering into an exciting period of change as we seek to expand across the UK.

We’re recruiting new trustees to expand and augment the skills of the current Board. Previous experience as a trustee is helpful but not essential. What is more important is a willingness to learn and a passion to support male survivors of sexual violence and abuse.

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# 1 - Mankind UK Service Offer

We offer adult male survivors of sexual assault or abuse a stepped programme of therapeutic support which includes:

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|  | Self Help Resources via [www.1in6.uk](http://www.1in6.uk)  |
|  | 24 weeks of 121 Counselling Online |
|  | 24 weeks of 121 Counselling in Person |
|  | 10 week Group Psycho-Education Course in Person |
|  | 20 weeks of Group Therapy in Person |

# 2 - Organisational Strategy for 20-25 Summary

**Mission**

To improve the well-being of men (18+) in the UK who have been sexually abused, sexually assaulted or raped.

**Core Activity**

There are many ways in which Mankind could pursue its stated mission. We will focus on the core activity of:

“providing therapeutic services to men (18+) who have had unwanted sexual experiences”

Over the next 5 years we will focus on 2 key priorities:

**Improve** our offer, and **Increase** our reach.

**Improve** our offer

* **Improve** the quality of our clinical activities through:
	+ Learning from our impact assessment processes
	+ Consultation with services users, staff and other stakeholders
	+ Staff training and development
* **Improve** our operational management systems to ensure:
	+ Efficiency and best value for money
	+ Long term financial sustainability
	+ Excellent staff performance and retention
* **Improve** the appropriateness of our interventions for each stage of the therapeutic journey to include:
	+ Pre engagement (eg social media, publications, media)
	+ Indirect engagement (eg our website, partnerships with other providers)
	+ Direct engagement (eg 121 counselling, group work and psycho-education)
	+ Ongoing engagement (eg peer support, champions, mentoring)

**Increase** our reach

* **Increase** our capacity to deliver our programme to more men in Sussex
* **Increase** the local authority areas we work in by one each year.
* **Increase** the number of people accessing aspects of our programme Nationally through partnerships with other agencies.
* **Increase** the breadth of people who access our programme by carrying out a diversity audit and making reasonable adjustments to ensure equity of access.

# 3 - General Trustee Role and Person Specification

All trustees will need to carry out general tasks which include:

* Ensuring that the Organisation complies at all times with its governing document, charity law, company law and any other relevant regulations
* Helping to set and maintain the mission, values and strategy of the charity
* Ensuring that the Organisation evaluates performance against agreed targets
* Ensuring the financial stability of the Organisation and fair and efficient use of resources
* Safeguarding the good name and values of the Organisation
* Ensuring the effective and efficient administration of the Organisation, including having appropriate policies and risk mitigation procedures in place
* Following our policies and best practice in the appointment, supervision and appraisal of the CEO

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| **General Trustee Person Specification** |
| 3.1 | Ability to think creatively and strategically to achieve predetermined goals |
| 3.2 | Ability to contribute constructively to discussions and challenge where necessary |
| 3.3 | Experience of working effectively as a member of a part time team of staff and volunteers |
| 3.4 | Knowledge of the legal duties, responsibilities and liabilities of trusteeship |
| 3.5 | A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. |

As well as people who have these general skills we are also seeking people who might also have particular skills in one or some of these areas:

* Chairing
* Marketing
* Finance
* People Management
* Change Management

We don’t expect people to have all of these skills. The application form allows you to give examples if you feel you have skills in any of these specialist areas.

# 4 - Specialist Areas of Expertise

## 4.1 - Chairing

In addition to the general responsibilities as a Board member, the Chair is responsible for the following duties (although in some cases these may be delegated to or shared with others):

* Taking control of meetings, keeping to time and ensuring that everyone who wishes to, has a reasonable chance to speak and take part
* Understanding a wide range of views, clarifying relevant points, and enabling the Board to make effective decisions
* Monitoring that decisions taken at meetings are being implemented
* Ensuring decisions are made within the remit of the governing document, Strategy and Policies of the charity
* Planning meeting dates and agendas with the CEO
* Monitoring the Risk Register and Mitigation Action Plan
* Developing membership of the Board to ensure that it is diverse and contains the skills, experience and knowledge needed
* Providing or arranging for support and supervision for the CEO including annual appraisal
* Representing the charity in the community and at public events
* Ensuring that successors for key posts – CEO, other Trustees are identified and inducted in good time
* Ensuring that the Trustees receive induction and adequate training to enable them to fulfil their roles
* Monitoring the calibre, level of commitment and conduct of all Board members
* Being available when necessary to follow processes under the Organisations Policies with Trustees, Staff or the Lived Experience Advisory Board

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| **Chairing Person Specification** |
| 4.1.1 | Experience of leading a Board or Committee   |
| 4.1.2 | Facilitation and mediation skills |
| 4.1.3 | A particularly in depth understanding of charity and company legislation |
| 4.1.4 | Experience of managing risk assessment and mitigation processes |
| 4.1.5 | Experience of public speaking |

## 4.2 - Marketing

In addition to the general responsibilities as a Board member, we are looking for people to carry out the following additional activities:

* Provide oversight of marketing strategies developed by the CEO or other staff members to promote the charity and its services
* To advise on best practice and training in relation to marketing and social media/ digital marketing and ensure the organisation is compliant with any legislation relating to marketing and online marketing and communications
* To provide ad hoc advice to staff developing the marketing strategy and activities
* Be the board’s expert in marketing and comment / review materials on behalf of the board where necessary

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| **Marketing Person Specification** |
| 4.2.1 | Have a professional qualification or training in marketing and / or membership to the Chartered Institute of Marketing |
| 4.2.2 | Have a demonstrable track record in marketing on a limited budget using creative and cost effective methods of communication |
| 4.2.3 | Have an understanding of the legislation pertaining to marketing and communications including the management of personal data  |

## 4.3 - Finance

* Provide oversight of finances and fundraising strategy
* To advise on best practice and training in relation to financial management and fundraising
* Be the board’s expert in financial management and contribute to, or review bids and accounts on behalf of the board where necessary.

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| **Finance Person Specification** |
| 4.3.1 | Track record of writing bids and generating income using a range of fundraising techniques  |
| 4.3.2 | Experience of grant making or assessing funding bids |
| 4.3.3 | Have a professional qualification or training in accountancy  |
| 4.3.4 | Experience of developing and implementing organisational financial management systems |

## 4.4 - People Management

* Provide oversight to the CEO or other staff members on HR matters
* To advise on best practice and training in relation to HR
* To advise on training needs of staff with a responsibility for HR
* Be the board member who leads on the support, management and appraisal of the CEO
* Being available when necessary to follow processes under the Organisations Policies with Trustees, Staff or the Lived Experience Advisory Board

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| **People Management Person Specification** |
| 4.4.1 | Employment background, training or qualification in human resources |
| 4.4.2 | Knowledge of employment law |
| 4.4.3 | Experience of recruitment at senior level |
| 4.4.4 | Experience of managing staff and/or volunteers |

## 4.5 - Change Management

* Provide oversight to the CEO or other staff members on the growth strategy, change management plans and associated risk management processes.
* Be the board’s expert in managing change and contribute to, or review plans on behalf of the board where necessary.

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| **Growth Management Person Specification** |
| 4.5.1 | Experience of growing a business, charity, community project or social enterprise |
| 4.5.2 | Experience of User Experience and Service Design |
| 4.5.3 | Experienced and confident networker and public speaker |

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# 5 - Time Commitment

The basic time commitment for trustees will be attendance at monthly 1.5 hour meetings. These are currently held online via Zoom on the last Wednesday of each month 1830-2000.

In addition to regular monthly meetings, Trustees are asked to:

* Attend one strategy day each year. These have previously been held 1000-1500 on a Saturday in Hove but this is TBC for the coming strategy day.
* Spend 4 hours per month on activities outside of Board meetings. Generally this refers to reading papers in advance of meetings or carrying out any actions arising from meetings via email or phone.

The role is unpaid but reasonable travelling and other out-of-pocket expenses will be reimbursed.

# 6 - Application Process

If you would like to have an informal conversation with us before applying please do get in touch:

Lucy Hughes, CEO

07930 181164

lucy.hughes@mkcharity.org

Stuart Wilkie, Chair of the Board of Trustees

07786 904936

stuart.wilkie@mkcharity.org

In order to apply please complete the Application Form and Equalities Monitoring Form available at <https://mkcharity.org/recruitment/>

Please email both forms to lucy.hughes@mkcharity.org

Shortlisted applicants will be invited to an interview with at least 3 of the existing Trustees and the CEO.

There is no deadline because applications are assessed on a rolling basis.