



# Trustee Application Pack



## A word from our Chair....

**Thank you for your interest in becoming a Trustee at Gloucestershire Rape and Sexual Abuse Centre. GRASAC's work is vital. By joining our Board of Trustees, you can play an important role in impacting the lives of many across Gloucestershire and contributing to a world without sexual violence where all, and particularly, women and girls, live safely, freely and with dignity.**

In the year to March 2025, 718 rape offences were recorded by Gloucestershire Constabulary. Only eight cases led to a charge or summons just 1.1%. Nationally, the charge rate for rape is also very low at 2.6%, compared to 6.4% for all crimes. Rape cases take the longest to progress, averaging 423 days from report to charge, and many are closed because victims feel unable to continue. Court delays add to this, with thousands of sexual offence cases waiting years to be heard.

Survivors need specialist support to cope with trauma and navigate a system where justice can feel out of reach. Our services are accessible and inclusive to all survivors of sexual abuse, regardless of gender identity, while remaining centred on the experiences of women and girls by maintaining a feminist ethos in the way the charity is run.

Since its inception in 1984 as a women's volunteer cooperative and then moving to a Charitable Incorporated Organisation (CIO) in 2014, GRASAC has routinely adapted to meet the changing needs of survivors of sexual abuse. We now need trustees to support the charity to continue to adapt, during a time of significant challenge and opportunity.

Survivors of sexual violence are waiting longer than ever to receive support, rape culture continues to influence society, and many Rape Crisis centres are experiencing funding challenges. Yet, this challenge is being met with a growing movement. GRASAC is part of this movement of organisations that are driving change, centred on the voices of survivors, and driven by an inspiring and passionate team of staff and volunteers.

By joining the Board, you will be joining a board of brilliant women\* to lead and shape the charity through these challenging times to deliver the best service we can for adults and children across Gloucestershire and ensure its long-term sustainability.

If you share our vision of a world free from sexual violence and feel you can contribute to the Board as a trustee, please do get in touch. We are not looking for experience on Boards, and especially welcome enquiries from women from minoritised and under-represented groups and communities. If this sounds of interest but you are unsure about whether you have the right experience or skills, do get in touch for an informal chat.

Amy Jackson

**Chair of GRASAC Board of Trustees**

November 2025

*\*These roles are restricted to women only, under Schedule 9, part 1, Equality Act 2010.*

## This application pack provides:

- An overview of our aims and values.
- Some Frequently Asked Questions about the commitment involved.
- An outline of the application process.
- An overview of the people, diversity and the key skills and experience we are looking for on The Board.
- Information about the role of trustees at GRASAC.
- An application form, declaration and skills checklist.

# GRASAC Aims and Values

## Our Aims:

The aims of Gloucestershire Rape and Sexual Abuse Centre are:

- To relieve the emotional, psychological and/or physical distress of people, especially women and girls, who have experienced sexual violence
- To educate the public about the nature of sexual violence and its impacts, especially on women and girls

## Our Values:

The work of GRASAC is underpinned by a strong set of values

**Equality:** We are committed to equality and inclusivity, and oppose discrimination in everything we do. This comes out of an awareness that women experience disadvantage and discrimination because of their gender, class, sexuality, ethnicity, religion and age.

**Respect:** We treat all survivors as individuals and provide a non-judgmental service. We recognise service user survival strategies and will always respect service users with dignity.

**Transparency:** We provide an open and transparent service that validates survivors' feelings, dispels myths around sexual violence and empowers and enables survivors.

**Choice:** We work in partnership with other agencies to offer all GRASAC service users' choice around the services they access and how they access them.

**Quality:** We strive to provide a safe and effective service that is of high quality and professional at all times.

Please see our website <http://www.glosrasac.org> and our annual report for more details of GRASAC's work and our history

## Frequently Asked Questions

### **What would be the regular time commitment required from me as a Trustee?**

Trustee responsibilities equate to an equivalent of about one day per month. This consists of bi-monthly meetings and completing other tasks which have been agreed outside of board meetings.

### **I have not been a trustee before, or I haven't worked in this sector. What support would be available to me?**

No problem! – You do not need to have previous board or sector experience. There will be opportunities to attend online external training for new trustees to help build your knowledge and confidence in the role. We operate a buddy system where you will have a dedicated member of the board to support your development and learning. As part of your induction, there will also be the opportunity to visit the GRASAC offices and meet some of our staff. We ask all Trustees to complete GRASAC's values-based training for volunteers.

### **What support is available to members of the Board who have lived-experience of sexual violence?**

GRASAC recognizes the importance and value of lived-experience and survivor voice at every level of the organisation, and as such we warmly welcome applications from women with lived-experience. Extra support is available from appropriately experienced existing Board members at all stages of the application process and after successful recruitment. You do not need to disclose whether you have lived-experience. However, if you do choose to disclose that you have lived-experience, we can speak together to help decide if this is the right stage in your recovery to commit to supporting the work of GRASAC in this way.

### **Will GRASAC support me with reasonable adjustments I need to enable me to engage fully in the recruitment process?**

Our recruitment and selection processes are designed to be inclusive, fair, and free from discrimination or bias. We are committed to treating all current and prospective volunteers, trustees, and employees with dignity and respect. Reasonable adjustments can be made to support applicants who require them. Please inform us of any specific needs to ensure full participation.

## **How long is the recruitment process?**

It can take several months between first expressing an interest in the Trustee role and starting in the position. Our board meetings happen bi-monthly, so you may have to wait a while for the next meeting to take place for you to observe one. You would then have a conversation with board members and if you are offered a position on the board, we will require a satisfactory DBS which may take a few weeks to process.

## **I'm very interested in becoming a trustee at GRASAC but I have previous criminal convictions. Can I still apply?**

GRASAC is committed to the principle that as an employer and a provider of charitable services, it should provide equal opportunities to all members of the community. In particular, it is recognised that there is a responsibility not to discriminate unfairly against anyone on the basis of a conviction or any other information revealed by a DBS disclosure. Volunteering with GRASAC can create opportunities often denied to people with a criminal record. However, since the primary concern must be the welfare of clients for whom our services are provided, the exemptions listed under the Rehabilitation of Offenders Act 1974 will not apply.

Anyone involved with GRASAC in any capacity (e.g., staff member, volunteer, trustee) is required to undertake a DBS check prior to commencement. Any previous convictions, revealed in a disclosure, spent or otherwise will be subject to a risk assessment.

Our conversations with you will take into account the nature, circumstances and background of the offence(s) before a decision is made about withdrawing, dismissal or continuing with an offer of engagement.

## **What's in it for me?**

You will be part of a brilliant organisation that is leading the way in providing trauma-informed support to survivors of sexual violence across Gloucestershire. There is a huge opportunity to shape the direction of the charity and make an impact. As a trustee, you will have significant opportunities to consolidate and build on your skills and work experience, benefiting you far beyond your role on the Board.

# The Application Process

## Stage One

If, after reading through this pack you are interested in further exploring this opportunity, please email [recruitment@glosrasac.org.uk](mailto:recruitment@glosrasac.org.uk) and we will pass your details to our CEO or a member of the board of trustees so that an informal conversation can be arranged. This will be a chance to ask any questions you may have and learn a little more about the role, our organisational culture, and the application process.

## Stage Two

If, after the informal conversation you wish to proceed with your application, please complete the application form found in this pack and return it to [recruitment@glosrasac.org.uk](mailto:recruitment@glosrasac.org.uk)

## Stage Three

Your completed application form will be shared with Board members, and you will be invited to observe an upcoming board meeting. This will be an opportunity for you to build your understanding of the core function of the role, and for The Board to meet you. The board meetings happen every 2 months, so you may need to be patient for the next one to take place!

## Stage Four

If the board feels you have the key experience and skills needed, then we will process your application to the next stage. You will be offered the opportunity to have a conversation with a member of the Board to discuss the role further and ask any questions you have. You will also be required to undertake an enhanced DBS check. Pending an enhanced DBS check (see FAQ's), you will be formally invited to join the Board.



## Who We're Looking For

GRASAC seeks a truly diverse set of experiences, skills, and backgrounds to be represented on our Board. Of Trustees We are committed to improving our diversity in the coming years. We are passionate about continually building a charity that reflects the communities we serve. We want all our volunteers, trustees and staff members to feel empowered to bring their authentic selves to our vital work. We are committed to strengthening an inclusive culture that encourages, supports, and celebrates diverse voices. We are committed to equality, diversity and inclusion, and we welcome applications from women\* of all ages, ethnicities, sexual orientations, religions and beliefs, and from disabled women.

GRASAC welcomes applications from women with lived or indirect experience of sexual violence. You do not need to disclose any lived-experience you have. However, should you choose to disclose your lived-experience during the application process, we can speak with you about your readiness to work in a formal role at GRASAC and any support you may need. Working with sexual violence and abuse can be triggering and your wellbeing as a trustee is as important to us as the wellbeing of the people we support.

*\*These posts are restricted to women only, under Schedule 9, part 1, Equality Act 2010*

Our aim is to have all of the following areas of expertise and knowledge represented at any one time and we review this every six months. Areas marked with an asterix represent current or anticipated gaps as of November 2025 that we are proactively seeking to fill and if you meet one of these areas.

Marketing and communications \*

Fundraising \*

Business development and networking \*

Running an operational organisation or large team (ideally corporate) \*

Legal

Finance, risk and audit

Human Resources

Marketing and communications

Governance and running a board

Strategy and Planning and running an operational organisation or large teams

Sexual violence

Criminal justice system

Charity sector, including Fundraising/volunteering or managing volunteers

Provision of emotional support and service level therapeutic support

# Trustee Role Description

## Key Responsibilities:

1. Ensure that GRASAC complies with its constitution, charity law, company law and any other relevant legislation or regulations
2. Ensure that GRASAC pursues its objectives and resources are applied accordingly
3. Ensure the financial stability of GRASAC-through proper governance and application of proper financial management and processes
4. Employ and support the CEO to manage the operation of the service
5. Agree the scope and remit of the organisation
6. To provide firm strategic direction, setting overall policy, defining goals, setting and evaluating goals
7. Agreeing and updating as required the key policies of the organisation
8. Safeguard the reputation and values of GRASAC
9. Ensure that key funders and/or stakeholders are consulted as appropriate

## Duties of all trustees

1. Be familiar with GRASAC's aims, objectives, values, policies and services, as well as its feminist ethos and history
2. Promote the organisation's role where appropriate
3. Attend all meetings which may be necessary to fulfil board functions
4. Prepare for meetings so that you can contribute well to discussions and decisions
5. Contribute to, accept and support the decisions made by the Board of Trustees
6. Maintain an informed interest in issues related to sexual violence
7. Keep abreast of developments in the charity sector which may affect the work of GRASAC and duties of trustees

## Officer roles on the Board of Trustees

The constitution provides for GRASAC to have up to 12 trustees. There are three officer roles - two Co-Chairs and a Treasurer. These roles carry additional duties.

## Co-Chair Duties:

1. Ensure that the Board functions properly
2. Oversee the agenda and preparation of papers for all Board meetings
3. Ensure that everyone takes part in meetings all relevant matters are discussed, effective decisions are made, and actions are carried out
4. One of the co-chairs will act as delegated line manager for the CEO, providing supervision and support on a day-to-day basis

### **Treasurer Duties:**

1. Maintain an overview of the organisation's financial status
2. Ensure that proper financial records and procedures are kept and updated regularly.
3. Prepare the annual budget and any re-forecasts.
4. Provide regular financial reports to the Board of Trustees of income and expenditure against budget and current status of cash and reserves
5. Oversee the preparation of annual accounts for submission to the Charity Commission

### **The commitment we expect from all GRASAC trustees is:**

- Attendance at Board meetings every other month with 2-3 hours preparation time in advance.
- Commitment to timely undertaking of actions you are formally tasked with from each board meeting.
- Involvement and commitment to additional work that supports GRASAC, which would normally be in line with your experience and skills.
- Timely response and consideration of urgent out of committee issues.
- Attendance at an annual away-day.
- Attendance and participation at each Annual General Meeting.

## GRASAC Trustee Application Form

<b>Name:</b>	
<b>Address:</b>	<b>Telephone Number:(s)</b>  <b>Email:</b>

**Present Employment or Study (*Please enclose a copy of your most recent CV if you have one*)**

**Please give details of any relevant skills, experience and abilities that you believe you could bring to the role:**

**Please tell us why you are interested in supporting the work of GRASAC:**

**Please give the details of two referees, one of whom should know you in a formal capacity.**

<b>Referee 1.</b>	<b>Referee 2.</b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>
<b>Capacity known to me:</b>	<b>Capacity known to me:</b>

## **Declaration**

I declare that:

- I am over 18 years of age.
- I am not an undischarged bankrupt.
- I have not previously been removed from the trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I do not have any financial interests in conflict with those of GRASAC (either in person or through family or business connections) except those which I have formally notified in a conflict-of-interest statement.

I certify that the information contained in this application form is correct. I understand that falsification of the information provided on this form may result in disqualification or dismissal.

**Signature:**

**Date:**

## GRASAC Trustee Skills Checklist

Each member of the Trustee Board makes an important combination to the skills, knowledge and experience of the board from both work and life experience. Each plays a vital role in the development and governance of GRASAC.

Please read through the list of skills/experiences and knowledge and tick each box as appropriate. This helps us know more about your current skills and any areas you are interested in learning more about.

<b>Name:</b>		<b>Date:</b>
<b>Women's organisations and Sexual Violence</b>	<b>Significant skill / experience</b>	<b>Some skill / experience</b>
Working or volunteering in women's organisations		
Understanding of Violence Against Women		
Service provision for adult survivors of sexual violence (recent and non-recent)		
Service provision for young people who have experienced sexual violence		
<b>Other Relevant Skills</b>		
Action Planning		
Budgeting		
Audit and Risk management		
Business planning		
Business Development		
Chairing meetings		
Data Protection		
Decision-making		
Finances / Accounts		
Fundraising		
Governance		

<b>Name:</b>		<b>Date:</b>
Handling Conflict		
Health and Safety		
IT/ Computer networks and Cyber Security		
Insurance		
Interviewing/ recruiting		
Leadership of teams/organisations		
Legal		
Mentoring/coaching		
Monitoring & Evaluation		
Networking/developing networks		
Policy making		
Marketing, Promotion, events and PR		
Public Speaking		
Safeguarding		
Staff management		
Team building		
Volunteering		
Volunteer sector experience including managing volunteers		
Writing funding applications		
Other.... Please state.....		