



**tender**  
acting for healthy relationships

**Tender  
Application Pack**

**Treasurer**

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October 2023



## TREASURER APPLICATION PACK

### A message from our Chair

Thank you very much for your interest in Tender and joining our Board of Trustees.

Tender aims to prevent domestic abuse and sexual violence by educating children and young people about the issues through creative projects. Our programmes are safe, enjoyable, and age-appropriate which allow people to engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to learn through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include:

- Healthy Relationships projects delivered across London and nationally via regional hubs;
- Projects delivered using online resources and technology;
- Specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse;
- Whole school and whole setting approaches;
- Training for professionals.

Our facilitators are highly experienced and trained in delivering creative workshops, and many have backgrounds in drama, teaching, working with young people, or a combination of these experiences. Safeguarding is at the core of all our work, and all trustees, staff and facilitators are regularly trained and updated on best practice to ensure they meet our high expectations.

Tender’s mission is informed by evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education new to the curriculum, young people aren’t receiving the consistent support they need to navigate this risk. There is a vital need for age-appropriate education around these issues from an early age.

Once they have taken part in our programmes, 93% of young people understand it is never okay to be violent to someone, 99% of young people can name at least one early



warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.

As a Trustee, you will have the opportunity to shape the future of the charity and to help us reach our goal of ending domestic abuse and violence.

**Matthew Layton**  
**Chair of the Board of Trustees**

## Treasurer

### About the Role and Responsibilities

We are looking for a Treasurer to join our Board of Trustees. As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Tender's financial affairs and runs the Finance & Audit Committee. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Tender has gone through a significant period of growth, with our current annual income exceeding £2m. We now need to ensure that our financial systems and processes keep pace, so that we can manage our finances confidently and proactively. This will be led by our Finance Manager, reporting to the CEO. We would expect the Treasurer to work closely with the Finance Director and CEO to ensure that systems and processes are working effectively.

As well as fulfilling general trustee responsibilities, the Treasurer will be responsible for:

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management
- Monitoring and advising on the financial viability of the charity
- Overseeing financial controls and adherence to systems, regularly liaising with Finance Director
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Lead on the appointment of and liaison with external auditors
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk

- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees

### **General Trustee Responsibilities**

Our Trustees are vital to us, setting the strategy for the organisation, ensuring its financial stability and offering insights that help us to ask and answer questions. The Board of Trustees lead and control Tender and are responsible for its governance, policy and affairs. Trustees have responsibilities under charity and company law, and also under Tender's Memorandum and Articles of Association, for directing the affairs of the organisation, ensuring that it is solvent, well run and delivers Tender's objects. The day-to-day running of the charity is delegated to the CEO and the Senior Leadership Team.

All trustees are expected to:

- Safeguard and promote the reputation, vision, mission and values of Tender
- Ensure the charity complies with its governing documents, relevant legislation and regulatory requirements
- Determine the overall strategic direction and development of Tender, by agreeing organisational policies, budgets and objectives, and to ensure targets are set and performance is measured against those targets
- Contribute any specific skills, knowledge, and experience which they may have to help the Board of Trustees reach sound decisions
- Ensure the effective and efficient administration of Tender and its financial stability
- Ensure that key risks are being identified, monitored and controlled effectively
- As requested by the Chair, represent the Chair of the Board at functions and events, and lead or be a member of committees/panels/groups
- Collectively own and hold the Board to account for its decisions and activities, ensuring the avoidance of any personal conflict of interest



- Provide support and challenge to Tender's CEO in the exercise of their delegated authority and affairs
- Engage with volunteers, Patrons and other beneficiaries to keep informed about the organisation's activities and wider issues that affect Tender's work
- Attend Board meetings, adequately prepared to contribute to discussions

### **What we are looking for**

We look for the following qualities in all trustees:

- An interest in and commitment to the mission, values and vision of Tender
- The ability to think and act strategically
- Leadership, communication and influencing skills
- Sound independent judgement and integrity
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- A strong personal commitment to equity, diversity and inclusion
- The ability to inspire trust and confidence in people
- A willingness and ability to devote the necessary time and effort to prepare for and attend board and committee meetings, including remaining in the role for a minimum term of two years

For the Treasurer role, we are also looking for:

- A finance professional with knowledge of charity finance, ideally gained in a treasurer or finance role at a large or medium-sized charity
- A strategic thinker with the ability to balance risk and opportunity
- Clear communicator with the ability to bring the financial information alive to non-finance specialists
- A willingness and ability to devote time each month to support the Finance & Audit Committee, CEO and Finance Director with forecasting, setting and monitoring budgets, and liaising with auditors



## **Time Commitment**

The Board meets at least four times a year, for approximately 3 hours. For those who are able to attend in person, meetings are held at our offices in London, with those unable to attend in person joining by Zoom. Board meetings are currently scheduled in the evenings, starting around 6.30pm, though we can be flexible to time meetings around trustees' other commitments.

In addition, the Treasurer is expected to meet with the CEO, Finance Director and Finance & Audit Committee once a quarter for one hour. The Treasurer will head the Finance & Audit Committee. The Treasurer is also required to approve monthly payment runs. The expected time commitment is approximately 3 – 6 hours per month. Meetings are scheduled around trustees' other (non-Tender) commitments.

In addition to attending Board meetings, trustees are required to serve on various sub committees as well as represent the organisation at a variety of fundraising and public events.

Trustees are appointed for a 3-year term of office, which may be renewed at the end of the term.

## **How to find out more and apply**

Please send your CV and a 1 – 2 page supporting statement that demonstrates how you meet the criteria for the role to [home@tender.org.uk](mailto:home@tender.org.uk). If you need more information, or would like to have an informal conversation with the Chair before applying, please email [home@tender.org.uk](mailto:home@tender.org.uk) and we will arrange a call.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate. If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).



Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service.

**Closing date for applications:** 5 November 2023, 11.59pm  
**Shortlisting:** 6 November – 17 November 2023  
**Interviews:** Late November/early December 2023  
**Provisional appointment date:** Early 2024

This is a voluntary position, but reasonable expenses will be reimbursed.

Our website: [Home - Tender | Acting to end abuse](#)

Our current trustees: [Board of Trustees - Tender](#)

Our team: [Staff / team - Tender](#)

Our patron and funders: [Funders & Patrons - Tender](#)