

2021

## FAM Trustee – Treasurer role



#102

**JAMES GREGORY**

PORTRAIT OF BLACK BRITAIN  
by Cephas Williams

 **PORTRAIT  
OF BLACK  
BRITAIN**

CARIBBEAN | JAMAICA  
FAMILIES AGAINST VIOLENCE | FOUNDER

# Families Against Violence Recruitment Pack

Dear Applicant,

Thank you for your interest in the position of Treasurer on the Families Against Violence (FAM) Trustees Board.

Please find enclosed the following:

1. Background Information about FAV
2. Job Description & Person Specification

Key Dates:

Closing date for Applications: 17<sup>th</sup> January 2022

Interview dates: Week Starting: 31<sup>st</sup> January 2022

To apply, please read the recruitment pack including the Job Description & Person Specification and send us your CV together with a brief description of what specifically you believe you can contribute to FAM. If you require a copy of the recruitment pack in large print or an alternative format, please contact [katiefattori1@gmail.com](mailto:katiefattori1@gmail.com)

Diversity is one of FAM's core values. We strongly believe that your lived experience is a vital part of who you are and enhances what you bring to a professional setting. We actively encourage applications from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from Black, Asian and minoritised applicants and those who have personal experience of the criminal justice system.

We would expect a minimum 2-year commitment from a successful applicant. The Trustees have learned to oversee the Charity's activities quite successfully by telephone, via Zoom and other online means so face-to-face interactions, and therefore a short travelling distance from Manchester is not seen quite as important as it once was. That said, a local connection and an empathy with the social issues faced in the Moss Side and surrounding areas of Manchester is desirable. Travelling expenses will be reimbursed.

Please return your completed application to [katiefattori1@gmail.com](mailto:katiefattori1@gmail.com) marked 'Job Application (Treasurer)'. If you have any questions or would like to talk through the role before formally applying, please drop a line to the same email address and we will answer your questions and / or arrange a call.

We wish you the best of luck and look forward to receiving your application.

Yours faithfully

**James Gregory**  
**Chief Executive**

# Families Against Violence Recruitment Pack

## FAMILIES AGAINST VIOLENCE HISTORY



“Every child deserves somebody to turn to. They all deserve encouragement and guidance: the kind of example set by positive role models. Families Against Violence to be just that. We provide support to young, disadvantaged people so that even the most vulnerable can develop self-confidence and self-esteem”

James Gregory CEO

FAM was born out of the tragedy experienced by our founder James Gregory following the death of his son due to gang related violence in 2011. James recognised that fathers had no local facilities to support them through painful experiences. He recognised that the boys regularly experience violence or witness violence within their own family homes and committed to developing an organisation which provided support, kept young people off the street and safe from harm and gave them a sense of belonging and encouraged their high aspirations.





## Families Against Violence Recruitment Pack

Families Against Violence's mission is to limit and prevent the damage, disruption and marginalization of inner-city communities as a result of exposure to gang culture by:

- Delivering sports activities to young children in order to raise aspirations and provide tailored support toward positive engagement with education, statutory services and community cohesion initiatives.
- Promoting the positive influence of father figures and male role models with the aim of reducing violence and criminal activity via a bespoke Mentoring Programme
- Providing specialist support services for young boys at risk of exposure to gang culture enabling them to make informed choices about their future.
- Challenging discriminatory policy and practice and informing public perception about issues affecting inner city communities, particularly those of predominantly BME population

We provide a wide range of sports activities and educational programmes for young people across two broad age groups: 12 - 18, run on weekday evenings using a football pitch in a local Sports Complex, and a Saturday events for those aged 6 - 11 years that take place in a local leisure centre.

Here is a link to our most recent [Annual Report & Accounts](#).

## Job Description & Person Specification

### Treasurer – Families Against Violence (a Charitable Incorporated Organisation)

Remuneration	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	St. Wilfrid's Enterprise Centre, Birchvale Close, Hulme, Manchester M15 5BJ
Time commitment:	4 Board meetings per year plus oversight & preparatory work as necessary
Reporting to	Board of Trustees

### Job Description

#### Objective

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

#### Principal Responsibilities:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies
- Playing a full part in developing and implementing the charity's strategy as one of its Trustees

#### Main Duties:

- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Attending and working closely with the audit and finance committee
- Liaising with the charity's auditors where appropriate
- Ensuring that the charity's annual accounts are compliant with the current Charities SORP and are submitted on time
- Ensuring equipment and assets are adequately maintained and insured and are properly listed in the charity's asset register
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required
- Playing a full part in developing and implementing the charity's strategy

#### Trustee Responsibilities:

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of

a Trustee is to ensure that Families Against Violence fulfils its duty to its beneficiaries through and delivers on our objectives:

The relief of those in need in Greater Manchester in particular but not exclusively by:

- (1) Providing support and guidance to local young people and their families so that they become more effective members of the community;
- (2) Addressing and reducing gang and gun culture in the community by using a preventative and early intervention model;
- (3) Bringing young people together with the aim of promoting social inclusion that will build their self-esteem, raise their aspiration and encourage them to take greater responsibility for their actions and decisions; and by
- (4) Making the work of the Charity accessible to all members of the community across Greater Manchester for public benefit.

Specifically, we support principally Black and ethnic minority families in the Moss Side and surrounding areas of the city with the over-arching aim of helping to prevent young people getting sucked into anti-social behaviour, criminal activity, gangs and violence. We do this through providing mentoring, role-models, diversionary sports activities, safe spaces and pathways into training and employment.

Prior to COVID we had an impressive roster of funders and volunteers and through their support and efforts engaged with hundreds of young people weekly, making a major impact on their lives and life-chances. Income in the year immediately prior to the pandemic was over £90k, mainly comprising funding for the provision of defined activities and services. Lockdown led to a cessation of most physical activities, withdrawal of funding and volunteer attrition. Net income in the year of COVID was about 3% of the level of the previous year.

In the past six months we have worked hard to rebuild the charity and to add capabilities to address local community issues highlighted during COVID. Based on funding secured so far in 2021/22 and bids in process, we are on track to return to pre-COVID income and activity levels. We have recruited new volunteers to help rebuild our capability and have renewed partnerships with long-standing collaborators and entered into new ones with like-minded local and national organisations.

### **The Statutory Duties of a Trustee are:**

- To ensure the organisation complies with its constitution
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the 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.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

## Person Specification

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### Experience:

Individuals are sought who have a strong empathy with our mission to provide better life chances for principally Black and ethnic minority families in the Moss Side and surrounding areas of the city with the over-arching aim of helping to prevent young people getting sucked into anti-social behaviour, criminal activity, gangs and violence.

Specific experience required:

- A suitably qualified and experienced accountant
- Experience of operating within a board in a charitable, public sector or commercial organisation is desirable but the charity welcomes applications from ‘First -Time-Trustees’ – appropriate support and training will be provided
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

### Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

**Families Against Violence**  
**September 2021**