

Director

We are recruiting for a number of voluntary positions to join our Board of Directors.

Our Community Interest Company (CIC) is dedicated to ensuring that autistic survivors of sexual violence and related abuse are believed and supported throughout their recovery journey.

Our team is almost entirely voluntary and we are looking for Directors who will bring a range of expertise and work closely with the Board to ensure the sustainability and growth of the organisation. This is a varied role, offered on a voluntary part-time basis (half a day a week) and working remotely.

In order to ensure diversity within the organisation, whilst all candidates with the required skills will be considered, under the protected characteristics of the Equality Act 2010, preference will be given to applicants who are autistic, and who may also have (an)other protected characteristic.

Hours of work: 4 hours per week (variable with accounting deadlines)

Location: Remote

Remuneration: Expenses only

Main Duties and Responsibilities

- Contribute to the achievement of the Community Interest Company's (CIC) objectives by providing advice and guidance to other directors.
- Work with the Board to develop and manage the growth of the CIC across all its funding streams.
- To work with the Board to develop strategies and particularly ones specific to your area of knowledge
- Work with the Board to develop and maintain all necessary systems, policies, and procedures to ensure effective and efficient management within the CIC.
- Work with the Board to develop and maintain a reserve policy.

General

- Maintain confidentiality at all times.
- Be willing to undertake relevant training as required.
- Work flexibly as a member of the team.
- Respond to the changing needs of the organisation.
- Notice to be given: 6 weeks.

Person Specification

- Excellent understanding of UK CIC regulations and procedure
- Excellent understanding of grant procedures and management
- Proficient at understanding key features to build into a strategy
- A good understanding of the working of a Community Interest Company (CIC), charity, or Social Enterprises
- Knowledge of GDPR and data protection legislation
- Proficient with IT, with experience of working with Microsoft Excel, Microsoft Word, and Outlook
- Proficient at introducing and discussing clear formats for new areas of work
- Understanding of the issues facing the neurodivergent community and survivors of sexual violence
- Willingness to undertake training as needed
- Commitment to the organisation's mission
- Eligible to work in the UK

Note: Successful candidate must pass Enhanced DBS check

How to Apply

Please send a CV and covering letter (of no more than one page)

We are committed to accessibility in recruitment and understand that your communication needs may not be met by this process. If that is the case, then please email us to discuss other options for application.

This is a rolling application process, so we encourage you to apply as soon as you are able. The opening will close as soon as a successful candidate is appointed.

Interviews will be conducted online with questions sent in advance.