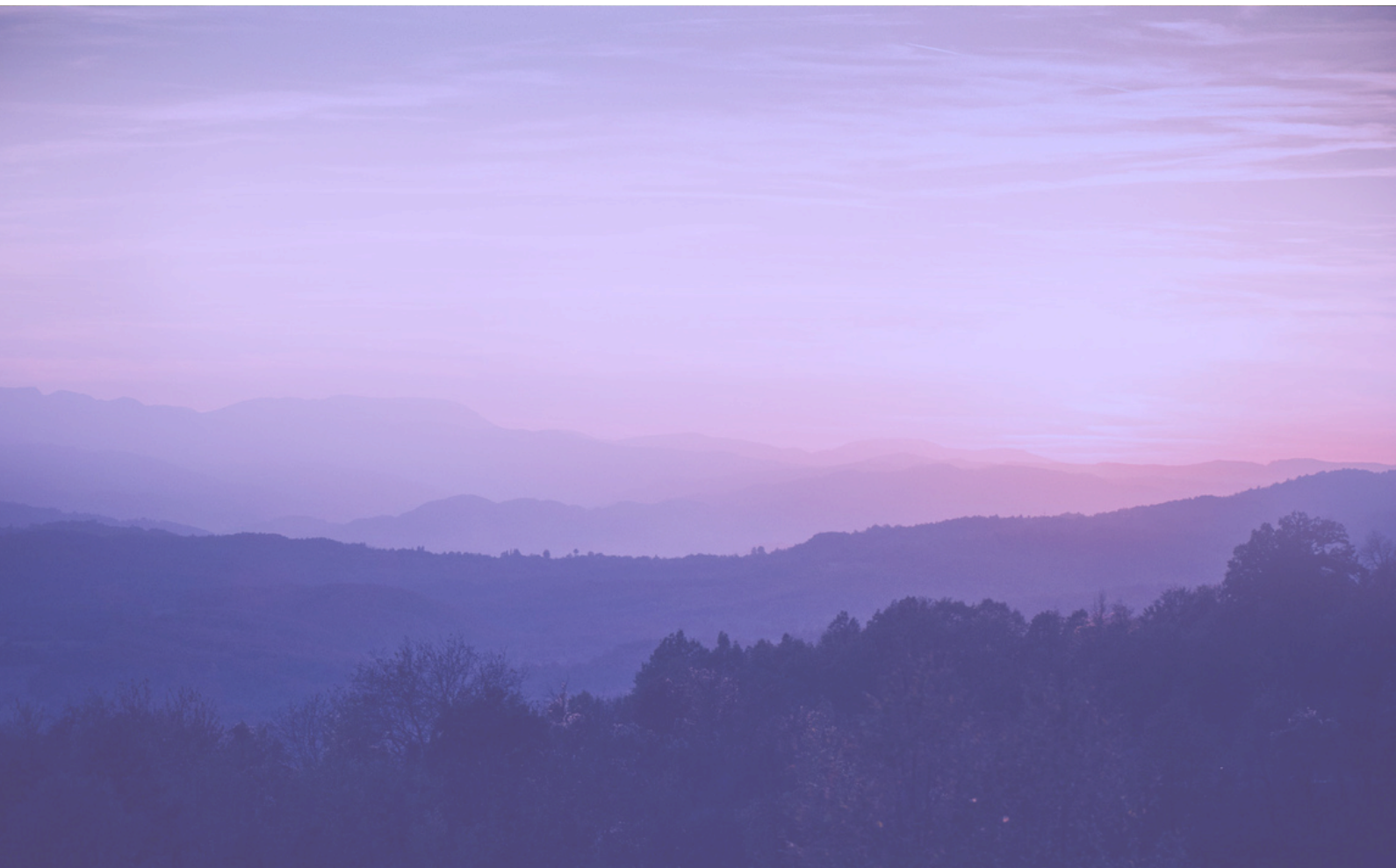
Sail

Sexual Abuse and Incest Line

'Surviving and Thriving'

Treasurer Candidate Pack



Chair’s Welcome Letter



Welcome

I am honoured to serve as Chair of the Board of Trustees of The Sexual Abuse and Incest Line (SAIL) charity, a position I have held for the last 4 years. I am fortunate to be working with such a dedicated and talented group of individuals who are committed to the organisation's mission.

As we look forward, I am pleased to share that SAIL has now completed our suite of support offers by opening the service to those aged 14 to 18. This will benefit of all those in our communities across Derby and Derbyshire that need this support to improve the quality of their lives.

I am deeply passionate about SAIL's work and am thrilled to be working alongside the board to achieve its goals:

Our mission is to ensure that survivors of childhood sexual abuse, incest or violence in Derbyshire can access free, specialist counselling and wrap around support services to help them thrive, not just survive.

A warm welcome awaits you as we invite you to contribute to SAIL’s success.

Warm Regards,

Michelle Grant,
Chair of Trustees

About Us

Thriving and Surviving

Since 1992, SAIL Derbyshire has been dedicated to supporting adults who have experienced childhood sexual abuse, incest, or sexual violence. As a registered charity based in Chesterfield, we provide free, specialist counselling and support services across Derbyshire. You can visit our website here.

Our Mission

Our mission is to enable survivors of current and historical sexual abuse and incest to live safe lives in which they can recover and thrive. We believe in empowering individuals through empathetic, non-judgmental support tailored to their unique needs.

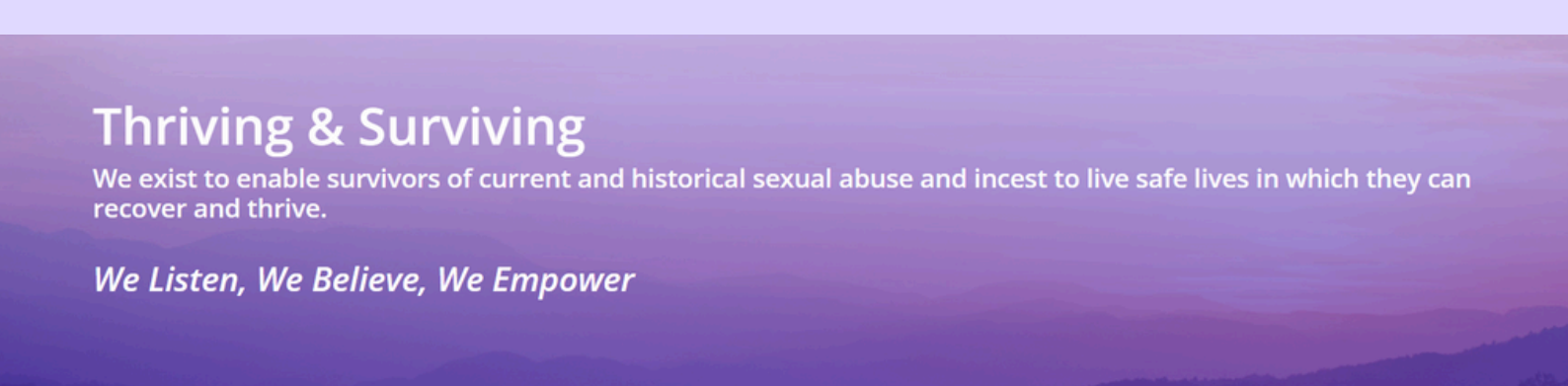
Our Ethos

- **Believe. Empower. Support.** We stand with survivors, offering belief, encouragement, and consistent care throughout their journey.
- **Inclusive:** We support all adults (18+), regardless of gender, religion, or culture.
- **Client-Led:** Services are shaped by each individual's needs and choices.
- **Compassionate and Non-Judgmental:** We offer a safe, respectful space for all.
- **Equality-Focused:** We promote equal opportunities and value every individual.

Our Team

Led by Director Ruth Gartland since 2013, our team comprises qualified counsellors and Independent Sexual Violence Advisors (ISVAs) who are deeply committed to helping survivors recover. All our counsellors receive supervision and adhere to the ethical framework of the British Association of Counselling and Psychotherapy.

After over thirty years, our vision remains steadfast: to see survivors of sexual abuse thriving and living full lives.



Our Services

SAIL Derbyshire delivers a range of specialist support services for adult survivors of sexual abuse, incest, and sexual violence. Our trauma-informed approach is client-led, inclusive, and rooted in empathy. Staff and volunteers play a crucial role in offering safe, respectful, and empowering care.

Helpline

Our confidential helpline is often the first point of contact. Staff provide a safe, supportive space for callers, offering information, emotional support, and referrals to further services.

Independent Sexual Violence Advisor (ISVA)

ISVAs offer emotional and practical support, whether or not a survivor chooses to report to the police. The role involves advocacy, safety planning, and guiding clients through systems such as health, housing, and the criminal justice process.

Counselling

We provide long-term, one-to-one counselling tailored to each survivor's needs. Counsellors work at the client's pace, using a trauma-informed, BACP-aligned framework to support recovery and resilience.

Male Support

We offer a dedicated service for male survivors, including individual support, group work, advocacy, and help with wider needs such as housing or addiction recovery. This service recognises and responds to the distinct challenges faced by men.

Access and Referral

Clients can self-refer or be referred by professionals or trusted individuals. Our team handles triage, safeguarding, and service matching. We do not work with perpetrators of sexual abuse.

About the Treasurer Role

Key Treasurer responsibilities:

- 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.
- Working with the Finance Officer to ensure 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 the Finance Officer
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management.
- Lead on the appointment of and liaison with external auditors.
- 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 Finance Officer and Director to develop the financial understanding of the Board of Trustees.

The Roles and Responsibilities of all our Trustees

The Board of Trustees is central to the work of SAIL: it is our governing body and is responsible for ensuring that the charity operates properly and effectively. Trustees use their skills and experience to support our charity, helping us achieve our aims.

The statutory duties of a Trustee are:

- Ensuring that the charity pursues its stated objects (purposes) as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations

- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that the charity defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the charity
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place
- Ensuring the financial stability of the charity
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the charity's staff

In addition, Trustees are expected to use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

The Charity Commission has produced a series of 5-minute guides that set out the roles and duties of Trustees in more detail here.

What we need from Trustees:

- People who can carefully make tough decisions
- People who can work in a team
- People who can problem solve and think creatively
- People who can communicate, motivate and commit to our cause
- People who can give time to attend evening meetings in Chesterfield quarterly and additional ad hoc work to include including responding to emails, preparing for meetings, training sessions and attending our Annual Event.



Who We're Looking For

Treasurer Characteristics

Essential

- We are looking for a person willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our Board. You do not need previous governance experience – we will provide a full induction and training.
- A finance professional with experience of bookkeeping standards, financial controls and processes, annual accounts production, budgeting and cash flow forecasting.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists. Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.
- Skills to analyse proposals and examine their financial consequences.
- A willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis.
- Be committed to the purpose, objects and values of the organisation.
- Be constructive about other trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Be able to act reasonably and responsibly when undertaking such duties and performing tasks.
- Be able to maintain confidentiality on sensitive and confidential information.

Desirable

- Knowledge of Charity accounting and SORP.
- Supervising or mentoring people.
- A fully qualified Accountant or working towards this.



More Information

Our Commitment to Equality, Diversity and Inclusion

SAIL is proud to be an equal opportunities employer that values the contribution each individual makes to our work. We strive to build a diverse and inclusive environment where all feel valued, respected and empowered to be who they are at work.

We aim to achieve a workforce and trustee board that is diverse and inclusive - one that reflects the individuals we support.

We recognise that people from Black and Asian communities and other minoritised ethnic groups are underrepresented in the leadership of the charity sector, as are disabled people. We welcome and encourage people from these historically excluded groups.

Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

Why become a Trustee

As a small charity, SAIL recognises the great work, time and commitment of our board. If you join our Trustee Board you can expect the following:

- A warm welcome
- Satisfaction from knowing you are making a difference
- A chance to develop your leadership capabilities
- A chance to do more collectively than you could do by yourself
- Utilise your experience and skills within the voluntary sector.

Time commitment

- Trustee Board Meetings are quarterly and are online in the early evening (approximately 2 hours), for planning and to share the workload generated by the Trustees meetings.
- Ad hoc correspondence and the time needed to read and digest reports
- Attendance of an Annual Away Day

In all, the total time commitment is anticipated to be circa 1-2 hours a month.

How to Apply

The TrusteeWorks Team at Reach Volunteering are supporting SAIL with their Trustee recruitment. Applications should be made via TrusteeWorks in the first instance.

To apply, please send a CV with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to the board. along with the names and contact details of two referees. Please add anything else that you think is relevant to your application. This might include personal, organisational or counselling experience; paid or unpaid work etc. Tell us how you think it is relevant to working with SAIL.

If you would like to talk to one of our existing Trustees, or to a member of our staff, before you apply, please contact the TrusteeWorks team to arrange it.

Please send applications and enquiries to:

trusteeworks@reachvolunteering.org.uk

Applications will be accepted until 5pm on the 26th of September.

Reach TrusteeWorks

Sail

Sexual Abuse and Incest Line

'Surviving and Thriving'