

Honorary Treasurer Recruitment Pack

Contents

1. Introduction
2. Advert
3. About Sexpression:UK
4. Role Description - Honorary Treasurer
5. Person Specification - Honorary Treasurer



1. Introduction

Thank you for your interest in joining the board of trustees for Sexpression:UK. Founded initially in 2000 and gaining charity status in 2016, Sexpression:UK works to provide relationships and sex education (RSE) to young people across the UK.

This is an exciting time to join the board of trustees of Sexpression:UK as we look to build for the future of the organisation with the development of a new organisational strategy and the opportunity to contribute to a unique youth-led charity playing a leading role in some of today's biggest issues.

With the introduction of statutory RSE in secondary schools in England in 2020 and Wales in 2022, Sexpression:UK has an important role to play in ensuring that all young people are able to access high quality, comprehensive RSE.

With the end of term of our previous honorary treasurer, we are looking for a new trustee for this position. We welcome applications from anyone who feels they have the passion and determination to help drive the charity forward, paired with experience in a related field.

Trustees are of vital importance to the running of Sexpression:UK and having a strong and active board is essential for us as we build on recent successes and develop our offering for the public benefit.

We are committed to building a diverse and inclusive board. We encourage applications from individuals of all backgrounds to ensure the broadest perspectives and skills are represented in our leadership.

We hope you decide to apply this role and look forward to hearing from you.



Megan Suckling (she/her) | National Director



Joanna Melville (she/her) | Chair of Trustees

2. Advert

ROLE: **SEXPRESSION:UK TRUSTEE**

Commitment: Four board of trustees meetings a year (usually conducted online), attendance at the Sexpression:UK General Assembly in March or April, attendance at the annual National Committee handover in May or June each year, optional attendance at the Sexpression:UK National Conference in October or November, plus support to volunteer National Committee members in between meetings. Average time commitment around 10 hours per month although this varies through the year.

Duration: Two-year term (with possible extension to a maximum of three terms)

Location: Remote with occasional in person meetings across the UK

Remuneration: The role is not accompanied by any financial remuneration although reasonable expenses will be granted for attendance at in-person meetings

Are you passionate about using your skills and expertise to help support and develop a UK-wide relationships and sex education charity?

Sexpression:UK provides high quality, comprehensive RSE workshops to young people between the ages of 11-18 in schools and youth groups. We operate across the UK through our unique network of affiliated branches and volunteers based at universities and students' unions across the UK.





You will have strong empathy with our mission to educate and empower young people to make individual, informed decisions about their bodies and their health. You will be committed to using your expertise to contribute to the future development of the charity and to ensure high quality governance.

We particularly welcome applications for the Honorary Treasurer role from those with experience in a related field, whether professionally or in a volunteer role.

Sexpression:UK is committed to ensuring that all candidates are considered fairly based on their performance against the person specification. This ensures that we recruit the best candidates for the role irrespective of their background, socio-economic status, gender, ethnicity, disability status or sexual orientation.

How to apply

To apply, please submit your CV alongside your completed application form (attached). Please contact us if you have access requirements whereby an alternative to the written application form would be more suitable; we are happy to accommodate video or voice note answers as an alternative.

Applications must be submitted to chair@sexpression.org.uk no later than **31st January 2025**.

If you wish to arrange an informal discussion about the role before applying then please contact chair@sexpression.org.uk.



3. About Sexpression:UK

Sexpression:UK is a charity registered in England and Wales (1166559) and Scotland (SC047637) with the goal of empowering young people to make decisions about relationships and sex by running informal and comprehensive relationships and sex education (RSE) workshops in the community. We take a 'near-peer' approach to these sessions which are facilitated by university students and as a charity we are entirely run by volunteers.

Founded in 2000 as a pilot study at University College London exploring the benefits of peer-led relationships and sex education, Sexpression:UK developed into a nationwide unincorporated association starting with the addition of a branch in Edinburgh. The organisation operated with no official structure until the attainment of Charitable Incorporated Organisation status in April 2016. Since then, Sexpression:UK has been governed by the board of trustees who delegate responsibility for the day-to-day management to an elected National Committee of student volunteers.

Sexpression:UK now works in 18 university towns and cities throughout the UK. We provide sessions covering the full range of the new statutory RSE curriculum including bodily changes, sex and the media, sexual orientation and gender identity, healthy relationships and consent.



SEXPRESSION:UK VISION AND VALUES

VISION

Sexpression:UK envisions a society in which young people are able to access reliable information about relationships, sex and sexuality; where youth are free from STIs, and unwanted pregnancy; and where they are empowered to make individual, informed decisions regarding their bodies and their health.

PRINCIPLES

- Near-Peer:** Because university students are closer in age to the young people than their teachers and parents, our near-peer teaching encourages young people to participate.
- Empowering:** Young people's individual beliefs are respected, and our teaching helps young people to act on them. We also encourage young people to respect the beliefs of others.
- Informal:** Young people learn best and are more likely to make informed decisions about sex and relationships if they participate in discussions rather than being lectured.
- Comprehensive:** Young people should be informed about all aspects of their sexual and reproductive health.



4. Role Description

The board of trustees are ultimately responsible for governance of the charity. The most effective boards are those which benefit from individuals with a diverse range of backgrounds. This allows collaboration with trustees with complementary experience and skills in order to further the aims of the organisation.

As Honorary Treasurer you will play a key role on the Board of Trustees, ensuring sound financial management. You will provide advice and guidance to our Finance Director on the National Committee, and work closely with our Chair of Trustees and the rest of the board to maintain financial sustainability in line with our strategic goals. This period of change presents unique opportunities for innovation and adaptation. Your expertise will be crucial as we navigate this evolving landscape and ensure the long-term success of our organisation.

You will attend quarterly board of trustee meetings and be required to attend the annual General Assembly held in the second term of the academic year and the annual National Committee handover which takes place during May or June. You will contribute to setting the direction of the charity, ensuring good governance and providing support and constructive criticism to the elected volunteers who form the National Committee. You would be expected to, within reason, provide support to National Committee members in between the board of trustee meetings.

The statutory duties of a trustee are to:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable



To take on the role, as per legal requirements for being a trustee, you must be at least 16 years old and must not be disqualified from being a trustee. Reasons for disqualification include if you:

- Are disqualified as a company director
- Have an unspent conviction for an offence involving dishonesty or deception
- Are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement with your creditors
- Have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement

Principle Responsibilities for the Honorary Treasurer include:

- Work with the Chair to ensure the charity complies with financial reporting including Charity Commission and OSCR regulations and UK charity law
- Ensure the charity operates within its financial means and that spending is sustainable
- Support the Finance Director in their role including preparation of budgets, annual accounts, and financial reports
- Work with the Board of Trustees to develop long-term financial strategies that align with our strategic goals
- Communicate your insights into financial risks, opportunities, and obligations to the Board



5. Person Specification

EXPERIENCE

- **Essential**
 - Evidence of successfully working in a leadership or governance role (this could be through work or voluntary experience)
 - Experience in overseeing financial reports and budgets to enable accurate and timely financial reporting
 - **Desirable**
 - Experience of successfully dealing with strategic issues including interpretation of complex information and business planning
 - Experience with the third sector, including board of trustees
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KNOWLEDGE AND SKILLS

- **Essential**
 - Understanding of charity finance regulations, best practice, and reporting requirements
 - Knowledge of the effective governance of organisations (public, private or third sector)
 - A good knowledge and understanding of the statutory and financial responsibilities of trusteeship and the relevant legislation
 - Good independent judgement and vision
 - An ability to work effectively as a member of a team
 - Preparedness to make recommendations to the board of trustees and a willingness to offer an opinion in a constructive manner
 - Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels
- **Desirable**
 - An understanding of the relationships and sex education sector
 - An understanding of the respective roles of the Chair, Trustees, the National Committee, and our organisational structure



VALUES AND ATTITUDES

- **Essential**

- A strong and visible passion and commitment to the charity and its strategic objectives and cause
- A leader on equality of opportunity who values diversity and removes barriers to equality
- Ability to commit the time required to conduct the role well, including traveling to and attending events out of office hours
- Willingness to be available to the National Committee for advice and enquiries on an ad hoc basis
- Ability to be decisive and to lead and guide others in decision making processes in order to get things done

- **Desirable**

- A creative and innovative thinker with the ability to drive positive change

