

A young boy with dark skin and short hair is standing in a classroom. He is wearing a yellow and black striped t-shirt with the number "23" on it. He is holding a long, thin wooden ruler vertically in front of him. To his left is a chalkboard with Arabic calligraphy. In front of him is a wooden desk with a small brown cup and a blue book on it. The background is a plain, light-colored wall.

Trustee & Treasurer Roles Recruitment Pack

January 2021

Dear Candidate,

Thank you for your interest in becoming a Trustee with Anti-Slavery International.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to ensure people can be free from slavery across the world.

Our trustees play a critical role in supporting the charity to thrive, ensuring the organisation is well-governed and has a clear vision, mission and strategy. In 2020 we agreed on a new international strategy.

Several trustees have reached the end of their terms of office, and we are now seeking new trustees to govern the organisation as we implement our strategy and grow. Our international governance needs to be robust and dynamic as we change and build our global brand as a campaigning organisation.

Our recent skills audit has identified a need to refresh the Board of Trustees with the following skills and experience:

- Growth and business development strategy;
- Developing brand engagement strategy;
- Understanding of financial management modelling and planning;
- Political acumen and delivering systemic change through policy and legal reform and changing attitudes; and
- Cultural change, change management and strategic human resources, particularly from an international perspective – to support our values to be transformative, inclusive and dynamic.

In addition, we are recruiting for a Treasurer-in-Waiting to ensure an effective handover when the incumbent leaves in several months' time.

If you have any of these skills and you want to make an impact on helping to end slavery, we would love to hear from you. If this is not you, but you know of someone who might be a fit, please do share this job pack with them.

Best wishes,

Sunil Sheth
Chair

Jasmine O'Connor OBE
CEO

About us



Our vision and mission

Our vision is freedom from slavery for everyone, everywhere, always.

Our mission:

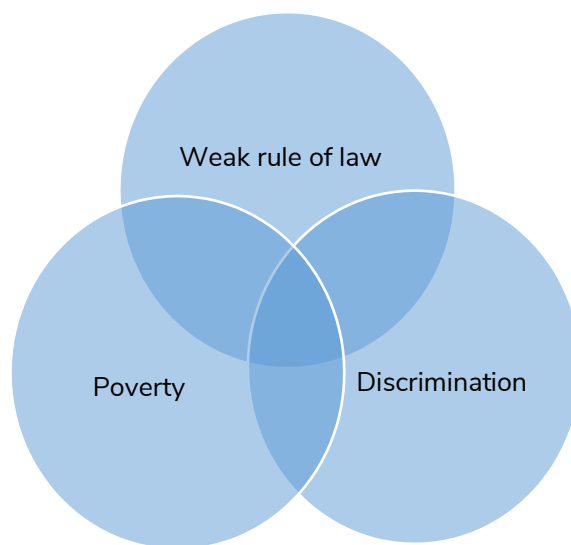
- We exist to make ending slavery everyone's concern.
- We are an ally to survivors and people at risk of slavery.
- Together we challenge and change law, policy, and practice so everyone, everywhere can be free from slavery.

About us

Founded in 1839, Anti-Slavery International's heritage spreads back to British abolitionists such as Thomas Clarkson and Joseph Sturge.

Today, we draw on our experience to work to end all forms of slavery and slavery-like practices throughout the world, including forced labour, debt bondage, human trafficking, descent-based slavery, the worst forms of child labour and forced marriage.

Anti-Slavery works to tackle slavery at its root causes - the intersection between **poverty, discrimination, and the weak rule of law**.



Our approach **encompasses three key pillars**:

- **Partnering with people affected by slavery** and NGOs who support them.
- **Engaging with governments** to ensure the creation and implementation of policy and law which tackle slavery.
- **Working with business** to address slavery in supply chains and influence governments to protect their citizens.

The Future – Our New Strategy

Over the past eighteen months, Anti-Slavery International's Board, Senior Management and Staff, in collaboration with a wide range of stakeholders, have developed a new organisational strategy. The new strategy builds on our history, strengthens our thematic focus, and will increase our ability to have impact as a small organisation. Over the next five years we aim to reclaim a campaigning focus (policy, advocacy, and public facing campaigns), whilst remaining committed to our vision and mission.

Our strategic priorities over the next five years are:

- **System Change** – seeking sustainable, long-term change to the systems that underpin and drive slavery.
- **Survivor Voice** – making effective and ethical survivor engagement central to all our work.
- **Movement Building** – continuing to play our part strengthening the global anti-slavery movement.
- **Framing the Issue** – create effective ways to present the issue of slavery so that it remains a political priority and an issue the general-public care about.
- **Legal Frameworks** – Ensuring that international human rights instruments are being used to their full extent to end slavery.

Our Programmatic Operations

Our reach is global; we operate in the UK and overseas.

We work closely with 12 local partner organisations on projects in 11 countries, as well as a project that has impact in all 27 EU member states. We also work in strategic alliance with almost 500 combined members, as well as working in coalitions and partnerships covering the whole world.

With our partners, we can build a world free from slavery. Together, we:

- Investigate and expose current cases and forms of slavery.
- Support victims of slavery in their struggle for freedom.
- Empower individuals and communities vulnerable to slavery to demand respect for their human rights and obtain protection.
- Work with the private sector to identify and address slavery in global supplychains.
- Influence policymakers to take action in support of victims and vulnerable people.
- Press for effective implementation of laws against slavery.

Finance and Resources

Our London-based Finance and Resources Team plays a vital role in supporting the whole organisation, working within an integrated approach to ensure the financial sustainability of the organisation. This team works together to:

- Develop the financial strategy and plans;
- Ensure that financial reporting, both internal & external is timely and accurate;
- Support the programmes and fundraising teams;
- Develop the IT strategy and plans;
- Ensure we have the appropriate standards of health & safety and data protection; and
- Support our people with policies and procedures reflecting best practice.

Income Generation and Communications

Anti-Slavery International has ambitions to grow its impact; to do that a new income generation and communications strategy was developed in 2017 to ensure adequate quantity and quality of funds. The team works together to:

- Generate income from a range of voluntary and institutional funding income from a range of sources;
- Work across a range of stakeholders generating major gifts, contracted funds, and voluntary income from members and individual supporters;
- Grow a successful trading income stream which provides consultancy in slavery in supply chains to business in the UK and overseas;
- Build on a well-recognised and digitally well embedded brand; and
- Increase profile in the UK and international media that leads to people taking action in support of ending slavery.

Role Description

Trustee

Job title:	Trustee
Grade:	n/a
Salary:	Unremunerated, but reasonable expenses will be covered
Location:	Currently meeting virtually but normally in London
Date:	January 2021

Role description

The Board of Trustees, who are also Directors of the Company, are jointly and severally responsible for the overall governance and strategic direction of Anti-Slavery International, its financial health, and the integrity of its activities, in accordance with its governing document as well as legal and regulatory guidelines. Management and administration are delegated to the CEO and staff of the organisation. Trustees serve for a period of 3 years and then retire, but are eligible to re-apply for a further term unless they have already served for 9 consecutive years.

Responsibilities

- **Ensure Anti-Slavery International is carrying out its purposes.**
 - To agree on strategy, including mission and vision, with clear and measurable objectives in line with the organisation's charitable purpose;
 - To ensure the strategy is implemented, monitoring performance and impact; and
 - To maintain an appreciation of the wider context for charities and plan for the long-term future of Anti-Slavery International and the public benefit it delivers.
- **Ensure Anti-Slavery International complies with its governing documents and the law.**
 - To ensure Anti-Slavery International complies with its governing documents; and
 - To ensure compliance with company law, charity law and other relevant legislation or regulations both in the UK and in other jurisdictions as relevant.
- **Ensure the charity is accountable.**
 - To make sure Anti-Slavery International is appropriately accountable to those who directly benefit from Anti-Slavery International's work and other key stakeholders;
 - To make sure there is appropriate accountability to company members, in line with governing documents and best practice; and
 - To delegate the management and administration of the charity to the CEO and staff and make sure there is effective accountability within the organisation.

- **Manage the charity's resources responsibly.**
 - To maintain proper oversight of finance, assets and human resources, including ensuring that proper financial controls exist and ensure that Anti-Slavery International applies its resources exclusively in pursuance of its objectives; and
 - To ensure that financial and non-financial risks are properly identified, mitigated where possible and regularly monitored.
- **Act in the Charity's best interests.**
 - To be an ambassador of Anti-Slavery International and safeguard the good name of the charity;
 - To make balanced, adequately informed decisions which consider the short- and long-term interests of the charity; and
 - To make sure conflicts of interest are properly identified and managed effectively, and that no trustee receives benefit from the charity unless properly authorised and in the clear interests of the charity.
- **Act with reasonable care and skill.**
 - To maintain effective board performance through a contribution of expertise and experience;
 - To take appropriate advice when necessary;
 - To give enough time to the role, including scrutinising papers before meetings, participation on at least one sub-committee, leading on specific areas of work, and engaging with other trustees and staff members between meetings to remain informed and progress work; and
 - To provide challenge and support the CEO and Senior Management Team.

Trustee person specification

- **Experience.**
 - Successful experience of operating within a board in a charitable, public sector or commercial organisation;
 - Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives; and
 - A proven track record of sound judgement and effective decision making.
- **Knowledge, skills and understanding.**
 - Commitment to Anti-Slavery International's vision and mission and a willingness to devote the necessary time and effort, including board meetings, sub-committees, key events and engaging with staff on an ad hoc basis;
 - Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind;
 - 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 officer;

- Willingness to utilise personal and professional contacts as appropriate to advance the work of Anti-Slavery International;
 - Commitment to promoting equality, diversity, and inclusion;
 - Ability to understand and scrutinise budgets;
 - Understanding of good governance; and
 - Commitment to Anti-Slavery International's vision, mission, and values.
- **Experience, knowledge and skills in one or more of the following areas:**
 - Growth and business development strategy;
 - Developing Brand engagement strategy;
 - Understanding of financial management modelling and planning;
 - Political acumen and delivering systemic change through policy and legal reform and changing attitudes; and
 - Culture change and change management and strategic human resources – to support our values of transformative, inclusive and dynamic.

Role Description

Treasurer

Job title:	Treasurer
Grade:	n/a
Salary:	None, but reasonable expenses will be covered
Location:	Currently meeting virtually but normally in London
Date:	January 2021

Role description

In addition to the responsibilities of a general trustee, the Treasurer will specifically oversee the financial matters of Anti-Slavery International in line with good practice and in accordance with the governing document and legal requirements, and report to the Board at regular intervals about the financial health of Anti-Slavery International.

Despite the additional responsibility the Treasurer will have in overseeing the financial matters of Anti-Slavery International, all trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the charity.

Responsibilities

- **Main Responsibilities.**
 - To oversee, make recommendations, and to update the Board on the annual budget and three-year forecast, the management accounts, financial risk and compliance, and financial statements, after discussion with the Head of Finance and Resources;
 - To ensure Anti-Slavery International's financial practices are consistent with good governance, legal and regulatory requirements, and funders;
 - To ensure the charity has appropriate financial policies, including a policy on reserves, and ensure that appropriate accounting procedures, controls, and records are in place; and
 - To chair and ensure the effective running of the Finance sub-committee.
- **Main Duties.**
 - To chair finance committees in line with the standing orders and terms of reference and report back to the Board;
 - To liaise, where applicable, with the Head of Finance and Resources on matters relating to the financial activities and performance of the organisation and ensure there are strong financial management practices in place;
 - To make recommendations to the Board on the appointment of external auditors, and to ensure all agreed audit recommendations have been implemented during the year;

- To monitor and advise the Board on the financial viability of Anti-Slavery International;
- To review the financial controls and procedures in place and work with the finance committee and Head of Finance and Resources to ensure that they are effective and adequate to manage the charity's risk profile;
- To advise on the financial implications of Anti-Slavery International's strategic plan;
- To work with the auditors, Finance committee, and Head of F&R to ensure that the annual accounts are compliant with the Charities' SORP;
- To help establish and oversee an internal audit function and its reporting to sub-committees and the board of trustees;
- To act as a counter-signatory on Anti-Slavery International cheques (including any electronic transactions) and any applications for funds; and
- To contribute to Anti-Slavery International's fundraising strategy.

Technical skills and experience

In addition to the requirements for trustees, the treasurer must possess the following:

- **Essential**
 - Qualified accountant (ACA, ACCA or CIMA);
 - Senior-level financial experience and responsibility; and
 - An audit or accountancy background – this could be in a range of sectors (commercial, public or not-for-profit).
- **Desirable**
 - Experience of project accounting and international financial management.

How to apply

The pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org, or email j.oconnor@antislavery.org to arrange an informal discussion.

If you wish to apply for this position, please email a **CV** along with a **supporting statement** setting out why you want the role, and explain how your skills and experience support your application.

Please submit your application to trusteerecruitment@antislavery.org using the reference 'Trustee or Treasurer Role' **no later than 9.00am on 14 February 2021**. Please also complete the equal opportunities monitoring form at the end of this document, and return it to Harpreet Garcha, Anti-Slavery International, Freepost, RTHR-BCGJ-RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.

Interviews will be held in the week of **22 February 2021**, either at our office in Stockwell or online if the UK-wide lockdown is still in place. **We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.**

We particularly welcome applications from survivors of modern slavery, persons with disabilities, BAME, LGBT or other minorities.

Candidates will be subject to appropriate verification and checks for suitability in line with the regulations set by the Charity Commission. These checks will be made through the Charity Commission, Companies House and the Individual Insolvency Register. Candidates should also ensure they understand the specific trustee disqualification and eligibility criteria as stated in the trustee eligibility declaration form. Please [follow this link for more information regarding automatic disqualification rules](#).

Anti-Slavery International is committed to safeguarding all children and adults that our staff and representatives encounter. Candidates will be subject to appropriate verification for suitability, and will be required to commit to uphold our safeguarding policies. These organisational policies include but are not limited to, the Trustee Code of Conduct policy, Safeguarding policy and Anti-bribery and Corruption policy. Anti-Slavery International strictly maintains a zero-tolerance policy towards bullying, harassment, sexual exploitation, or abuse, of any form, perpetrated by any representative of the organisation. The purpose of this Code of Conduct is:

- To ensure high standards of staff behaviour and integrity.
- To safeguard the welfare of Anti-Slavery International staff, interns, and volunteers, and of external stakeholders with whom Anti-Slavery International works or comes into contact.
- To protect Anti-Slavery International's reputation and interests.

All Anti-Slavery trustees use SharePoint and have a dedicated email address which must be used for trustee business in line with best practice on data security and safeguarding.

Equality and Diversity Monitoring Form

Anti-Slavery International wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to enable it to do this but **filling in this form is voluntary**. The information you provide will stay confidential and be stored securely, and limited to only some staff in the organisation's Human Resources section.

Role applied for:

Age	16-24	<input type="checkbox"/>	30-34	<input type="checkbox"/>	35-39	<input type="checkbox"/>	40-44	<input type="checkbox"/>	45-49	<input type="checkbox"/>
	50-54	<input type="checkbox"/>	55-59	<input type="checkbox"/>	60-64	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>			
Are you married or in a civil partnership?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>				
Gender	Man	<input type="checkbox"/>	Woman	<input type="checkbox"/>	Non-binary	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>			

Ethnicity.

Ethnic origin is not about nationality, place of birth or citizenship; it is about the group to which you perceive you belong. Please tick the appropriate box.

Asian or Asian British

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
Please specify below if you wish	

Mixed

Black and white Caribbean	<input type="checkbox"/>
Black and white African	<input type="checkbox"/>
Asian and white	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>
Please specify below if you wish	

Black or Black British

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
Please specify below if you wish	

White

British	<input type="checkbox"/>
English	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>
Please specify below if you wish	

Other ethnic group

Arab	<input type="checkbox"/>
Any other	<input type="checkbox"/>
Please specify below if you wish	

Prefer not to say

☐

Disability.

Anti-Slavery suggests that people define their status based on the social model of disability – that is, disability is the denial of equal rights and opportunities in society that a person with an impairment may face.

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Do you consider yourself to have a disability?

Yes ☐

No ☐

Prefer not to say ☐

Please describe the nature of your disability or health condition below:

Religion or belief

No religion or belief

☐

Baha'i

☐

Buddhist

☐

Christian

☐

Hindu

☐

Jain

☐

Prefer not to say

☐

Jewish

☐

Muslim

☐

Sikh

☐

Other

☐

Please specify below if you wish

Sexual Orientation

Bisexual

☐

Gay woman/lesbian

☐

Prefer not to say

☐

Gay man

☐

Heterosexual

☐

Thank you for completing this form.

Please return to: Harpreet Garcha, Anti-Slavery International, Freepost, RTHR-BCGJ-RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.



Anti-Slavery International
Thomas Clarkson House
The Stableyard
Broomgrove Road
London SW9 9TL

Tel: +44 (0)207 501 8920

UK Registered Charity No. 1049160

www.antislavery.org