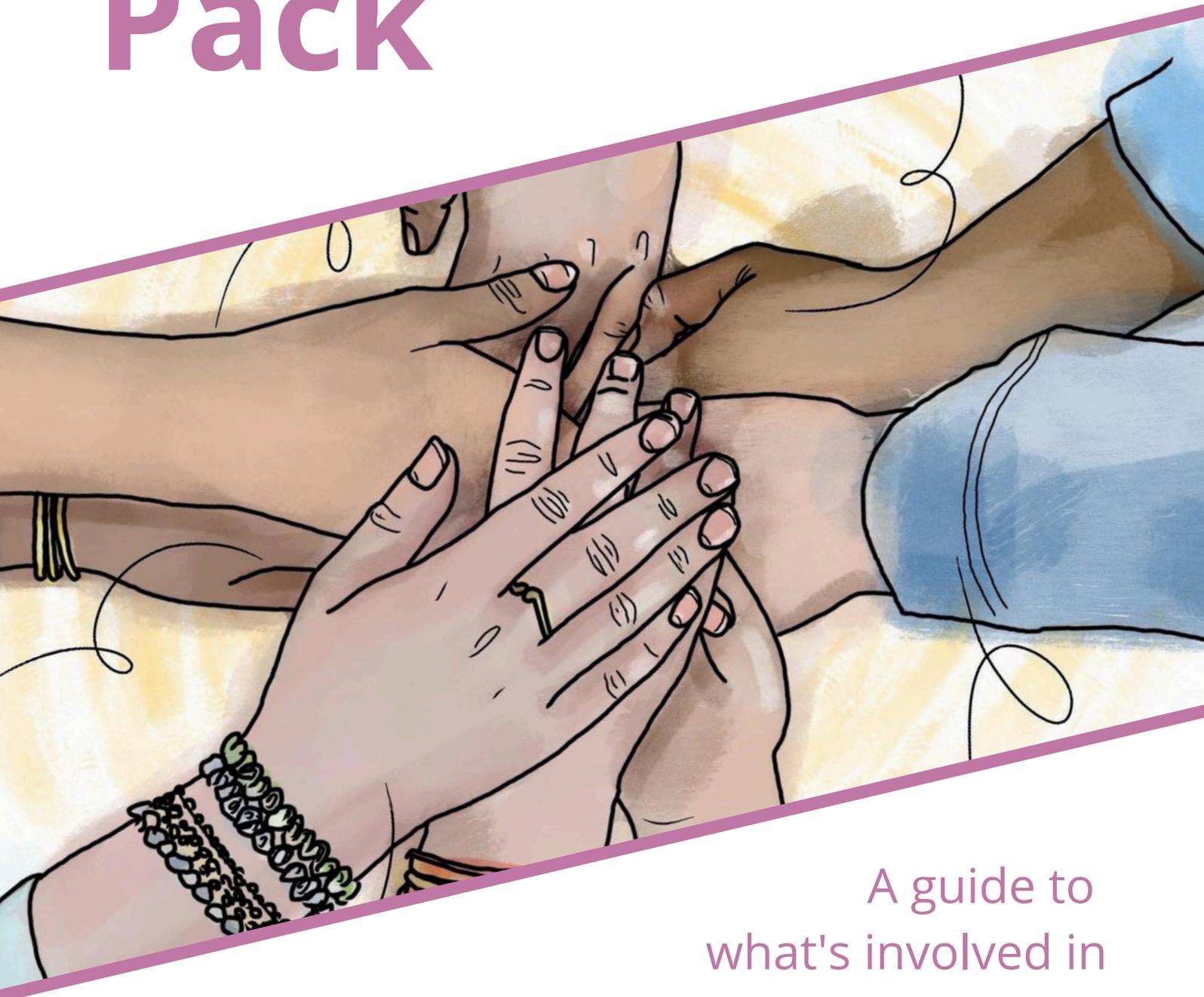


# Trustee Recruitment Pack



A guide to  
what's involved in  
being a CRCC trustee  
and how to join us.



Cambridge Rape Crisis Centre

# Welcome

Thank you so much for wanting to know more about being a Trustee at Cambridge Rape Crisis Centre (CRCC), a charity led by and for the women and girls of Cambridgeshire. We are lucky to have an incredible board of passionate and committed trustees and we are currently looking to add to our Board.

You might be wondering whether you are the 'right kind of person' to be a Trustee with us, but let us reassure you that we have no rigid picture in mind. As with all our volunteers, we welcome women from all walks of life, with all levels and types of experience, provided they have the time and commitment to make a contribution, and the skills to help them work as part of the team.

CRCC has been providing life-changing and life-saving support to local survivors of sexual violence and abuse for over 40 years. Our HERitage as a feminist, grassroots charity is the foundation of all our services and is our strength. We are part of and know our community and have been working alongside the women and girls in it for over four decades.

We offer a range of specialist emotional, therapeutic and advocacy support services to women and girls of all ages across the county who have been subjected to sexual violence and abuse at any time in their lives. Some for one instance of support, others for many years.

We are looking for a Trustee who will give her time, energy and skills to helping our charity to continue to respond to the needs of survivors and provide our vital support services.

We look forward to hearing from you.

## In this pack

Hopefully this pack contains all the key information you will need to decide if you'd like to apply to join CRCC as a Trustee. We have broken this information down into the following sections:

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# About us

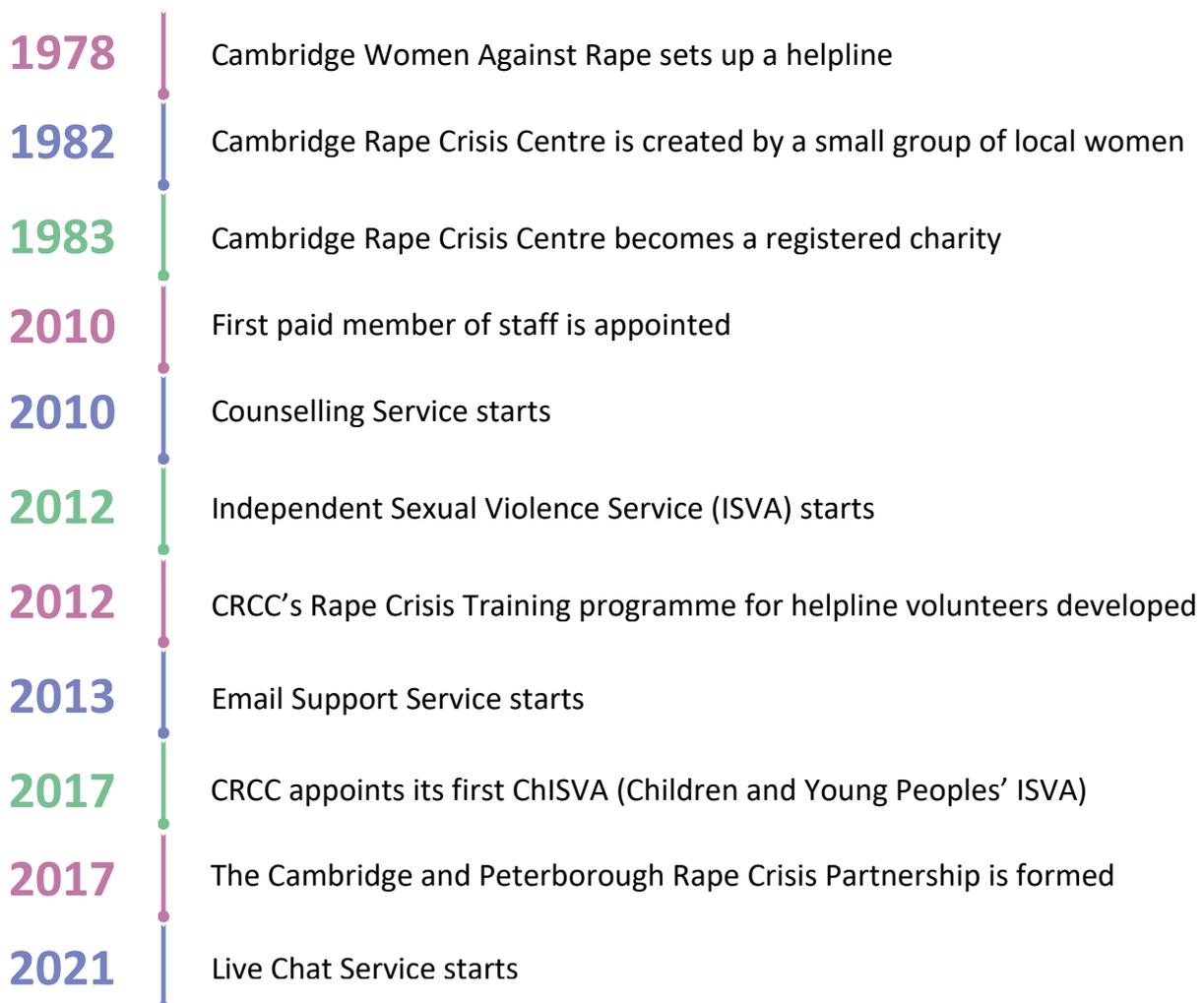
A small group of local women set up Cambridge Rape Crisis Centre (CRCC) as a confidential helpline in 1982. It was a response to a growing awareness of sexual violence against women and girls, and the need to provide a safe space.

CRCC gave many women their first chance to talk openly about their experiences of rape, sexual assault, childhood sexual abuse and other forms of violence. It also meant they could support each other in their recovery and healing.

Today, more than 40 years later, we have expanded to become a specialist sexual violence organisation, offering support to survivors across Cambridgeshire who have been subjected to rape and sexual violence, no matter when the abuse happened.

Every year, our confidential, non-judgemental and user-led services empower up to two thousand women and girls to not only cope and recover from the impacts of sexual violence but to go on to flourish and thrive.

## Timeline



# Our mission

To ensure survivors, primarily women and girls, across Cambridgeshire who are being subjected to, or have been subjected to, any form of sexual violence are able to access the best possible, user-led, specialist support and information. We are dedicated to raising awareness and understanding of sexual violence in our community, with the ultimate goal of ending rape and sexual violence.

Whilst CRCC's primary purpose remains to support women and girls, in recent years we have expanded our service offer to survivors of all genders. CRCC continues to provide, value and protect safe, women-only spaces for women and girl service users, in recognition that women and girls need access to safe, separate and non-judgemental services.

The principles of being confidential, non-directional and non-judgemental underpin all our services. We believe that survivors are experts in their own healing, which is why receiving feedback on our services is so important to us.

CRCC is a feminist organisation. Feminism informs the organisation's ethos, activities and the way our services are delivered. CRCC believes:

- Sexual violence is a cause and consequence of gender inequality
- The threat of sexual violence is a way of controlling women

As a feminist organisation, CRCC also:

- Fundamentally believes women and girls.
- Provides a women-only space.
- Actively challenges myths and victim-blaming throughout our work.
- Collectivises the experiences of individual women and girls to help women and girls understand their own experiences of sexual violence.

## Our values

The work of CRCC is underpinned by a strong set of values:

**Equality** – we are committed to equality and inclusivity, and oppose discrimination in everything we do. This comes out of an awareness that women experience disadvantage and discrimination because of their gender, class, ethnicity, disability status, religion and age; amongst other factors.

**Respect** – we treat all survivors as individuals and provide a non-judgemental service, whilst recognising women and girls' survival strategies and treating women and girls with dignity.

**Transparency** – we provide open and transparent services that validate survivors' feelings, dispel myths around sexual violence and empower and enable survivors.

**Choice** – we work in partnership with other agencies to offer women and girls a choice around the services they access and how they access them.

**Quality** – we strive to provide a safe and effective service that is of high quality and professional at all times.

## Our vision

All women and girls should be free from the fear and experience of sexual violence and abuse.

## Our aims

- Provide specialist support to women and girls who have experienced or are experiencing rape, childhood sexual abuse or any form of sexual violence.
- Securing high quality sexual violence services for women and girls who have experienced sexual violence.
- Raising awareness of sexual violence, its prevalence and effects.
- Build our collective expertise to improve services and policies for the benefit of survivors.
- Press for change and promote the importance and need for appropriate, high-quality and specialised support for survivors.
- End rape and sexual violence.



CRCC is adheres to the Rape Crisis National Service Standards and is a professionally accredited Rape Crisis Centre.

We are also an autonomous member of both Rape Crisis England & Wales and The Survivors Trust.

**RAPE  
CRISIS**  
England & Wales

**THE  
SURVIVORS  
TRUST**

# The role of a trustee

The Charities Act 2011 defines charity trustees as ‘the persons having the general control and management of the administration of a charity’.

At CRCC, the charity trustees are known as the Trustee Board or Board of Trustees. The Trustee Board must act as a group, not as individuals, to further the work of CRCC as a whole, keeping within its charitable objectives.

Simply speaking, the role of the Trustee Board is to receive assets from funders, commissioners and donors, safeguard those assets and apply them for the charitable purposes as set out in the objects of CRCC’s governing document. CRCC’s governing document is known as its constitution.

The duties and expectations of a CRCC trustee include:

- To ensure CRCC complies with its governing document (i.e. our constitution), charity law and any other relevant legislation and regulations.
- To ensure CRCC pursues its objects as set out in its governing document and applies its resources exclusively in the pursuance of these objects.
- To contribute actively to the Trustee Board’s role in giving robust strategic direction to CRCC, setting overall policy, formulating and reviewing the vision, values, goals, targets and the long-term strategy of the charity.
- To safeguard the good name and values of CRCC.
- To ensure the financial stability and accountability of CRCC.
- To protect and manage the funds and property of CRCC, including investments.
- To ensure the effective and efficient administration of CRCC, delegating responsibilities to staff and volunteers where appropriate.
- To appoint the charity’s Director and monitor her performance.
- Adhering to CRCC’s Trustee Code of Conduct and policies.
- To attend the majority of meetings, or provide sufficient reason and send advance apologies if unable to attend, and to take a professional approach to preparation for these meetings and follow-up actions, in such a way that you can contribute appropriately and effectively.
- To use any specific skills, knowledge or experience to help the Trustee Board to make sound decisions in the best interest of the charity.

The Charity Commission offers extensive guidance around being a charity trustee. As a minimum, CRCC asks that you read [The Essential Trustee \(CC3\)](#) before applying to join us as a trustee.

# Our Trustee Board

The Trustee Board is an essential part of CRCC. Our trustees are responsible for the charity and they lead the organisation's staff and volunteers, ensuring it operates legally, safely and effectively in achieving its charitable objectives. Therefore, as a trustee, it is crucial you are committed to being an active member of the Board, both in and out of meetings.

In addition to the duties of a trustee, we expect all trustees to help ensure best practice by:

- Being an active member of the Board in exercising its responsibilities and functions.
- Scrutinising and questioning - never be afraid to ask questions and keep on asking until you are satisfied. You are responsible and you need to be happy with, or at least understanding of, the decisions that are made.
- Ensuring you understand the remit of your role and how it relates to other trustee positions, and seeking clarification or change if any problems with this arise.
- Undertake and maintain any learning and development relevant to your role.
- Keeping up-to-date on issues surrounding the work of CRCC.
- Maintaining good relations with other trustees and staff members.
- Fulfilling such other duties and assignments as may be needed for the administration and development of the charity.

## Structure

The Trustee Board of CRCC consists of between five and twelve volunteer trustees, with each trustee being elected for a period of 3 years, or 4 years if the trustee holds a 'core position'. Trustees can serve for three consecutive terms and may be reappointed for a fourth term after a break of at least one year.

The core positions are: Chair, Deputy Chair, Treasurer and Secretary. See the role descriptions for each of these positions for full details of the expected duties and responsibilities.

No trustee may hold more than one core position and the Trustee Board, guided by the Chair, should carefully plan and review the allocation of duties between all trustees and staff to ensure that CRCC is being led in the best way possible.

There are two Board sub-groups (sub-committees): Finance and Employment. Trustees are encouraged to become a member of one sub-group but can be members of multiple sub-groups. These sub-groups regularly report back to the Trustee Board, as a whole, at Management Committee meetings.

## Meetings

The Trustee Board meets monthly (for up to 2 hours) at the Management Committee meeting. Agenda and papers for this meeting are distributed a week in advance of the meeting.

The Management Committee meeting comprises of the Trustee Board, Senior Leadership Team and volunteer representatives, and is open to all CRCC staff members and volunteers. Closed sessions for trustees only are held as part of the meeting, as required.

The Board's sub-groups (Finance and Employment) meet monthly for for about an hour.

Further to this, trustees are encouraged to sit on ad-hoc sub-groups and working groups (i.e. Accessibility, EDI) and expected to attend the yearly Annual General Meeting.

Meetings are generally hybrid, and held both in person in the CRCC office (Cambridge) and online via Zoom.

## Necessary and recommended reading for trustees

As a minimum, potential trustees are expected to have read the Charity Commission's [The Essential Trustee \(CC3\)](#), before applying to join us as a trustee.

It is also recommended that trustees familiarise themselves with the Charity Commission's guidance on other aspects of trusteeship. This guidance covers numerous topics and includes:

- [Internal financial controls for charities \(CC8\)](#)
- [Campaigning and political activity guidance for charities \(CC9\)](#)
- [Charity fundraising: a guide to trustee duties \(CC20\)](#)
- [Charities and risk management \(CC26\)](#)
- [Decision-making for charity trustees \(CC27\)](#)
- [Conflicts of interest: a guide for charity trustees \(CC29\)](#)
- [Finding and appointing new trustees \(CC30\)](#)
- [Charity meetings \(CC48\)](#)
- [Public benefit: running a charity \(PB2\)](#)
- [Public benefit: reporting \(PB3\)](#)
- [Charity purposes and rules](#)
- [Safeguarding for charities and trustees](#)
- [Why some individuals can't act as charity trustees](#)
- [Charity trustees: resignation and removal](#)
- [Charity staff: how to employ paid workers](#)
- [How to manage your charity's volunteers](#)

All Charity Commission 'CC' guidance publications can be viewed [here](#).

# Who we're looking for

If you are wondering if you are the 'right kind of person' to be a CRCC trustee, then let us reassure you that we have no rigid picture in mind. We welcome women from all walks of life, with all levels and types of experience, provided that they have the time and commitment to make a contribution, and the skills to help them work as a part of a team.

In accordance with our constitution (Section 9, Point 2 (B)) CRCC trustee roles are open to women only.

We especially welcome applications from women from minoritised and underrepresented groups and communities. This includes AFAB non-binary individuals who feel comfortable working within a charity run for women by women. CRCC also welcomes applications from those who have used our services but we ask that you wait 12 months after finishing receiving support from CRCC before applying.

We are looking for women (aged 18 years and over) who have:

- A commitment to Cambridge Rape Crisis Centre, its work and values;
- A willingness and ability to dedicate the necessary time and effort to fulfill the duties and expectations of a CRCC trustee;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- The willingness to speak her mind and a clear and proactive communicator;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as part of a team and support other trustees;
- A strong sense of integrity and accountability;
- A willingness to uphold Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, to ensure the effective governance of the charity, we have and look for trustees with skills and experience in the following areas:

- Human Resources
- Financial management
- Accounting
- Voluntary sector
- Women's sector
- Organisational development
- Strategic planning
- Health and social care
- Fundraising
- Communications, marketing and/or PR
- Risk management
- Health and Safety
- Volunteer management
- Legal matters
- Equality, Diversity and Inclusion
- IT and digital experience

# How to apply

If you have any questions about Cambridge Rape Crisis Centre or the role of our trustees, or you'd like to apply with a completed application form, please contact:

**Clare Baker, Centre Manager**

**E:** [contact@cambridgerapecrisis.org.uk](mailto:contact@cambridgerapecrisis.org.uk)

**T:** 01223 313 551

After receiving your application form, we will then look to schedule an interview with CRCC. The nominated candidate will then be appointed by the Chair of Trustees and invited to attend up to three Management Committee meetings, as an observer, before formal appointment.

Formal appointment is made at the next Annual General Meeting, with candidates being 'temporarily appointed' during the year. At this point, new trustees are asked to sign the Trustee Agreement and Declaration.

## Trustee induction

Once appointed/temporarily appointed, all trustees will have a comprehensive inductions process which includes:

- Introduction to CRCC session
- 'Role of Trustees' training - covering your legal responsibilities (delivered by local CVS)
- Feminist Governance training for trustees
- GDPR training
- Safeguarding training
- EDI training
- Introduction to Rape Crisis England and Wales session
- Opportunities for shadowing members of the Senior Leadership Team



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