



Sexual Violence Alliance (SeVA)

SeVA is a charity based in Norwich (Norfolk, UK) committed to supporting and empowering the survivors of sexual violence and/or domestic violence and their supporters. We are both a registered Charity and a company limited by guarantee registered with Companies House.

We were formed in 2007 bringing together the two charities Norwich Rape Crisis and MPower. We provide a number of services to help people who have suffered rape or sexual assault or childhood sexual abuse come to terms with what has happened to them. We also offer support and counselling services to people who suffer or have suffered domestic abuse.

These services include:

- Counselling services – these are provided face to face by qualified or trainee qualified counsellors. Clinical supervision and support is provided by the Clinical Lead and external supervisors to ensure that the quality of the service is maintained. The service provides a safe place where people feel that they will be listened to, believed and accepted. The focus is on helping people to manage the issues they have so that they can move on from the abuse they have suffered. An initial assessment is carried out prior to clients being offered counselling to ensure that the client is receiving a service best suited to their needs. Crisis appointments to provide interim support will be offered to clients on the waiting list as required.
- Telephone helplines – SeVA has two telephone helplines, one for men and one for women, each open for a few hours each week. Trained volunteers listen to and offer advice and support to people who have suffered sexual violence or domestic violence. The service will refer people to other SeVA services as appropriate.
- Independent support services – these are provided to people who attend the Sexual Assault Referral Centre in Norwich. The Independent Sexual Violence Advisers (ISVAs) provide advice and support to victims irrespective of whether or not they are pursuing the matter through the courts. The service focuses on providing practical help and advice in the immediate aftermath of a rape or assault, as well as ongoing practical and emotional support, including independent support throughout the legal process if the case is going to court. The service also provides support and advice to people who have suffered historic abuse.

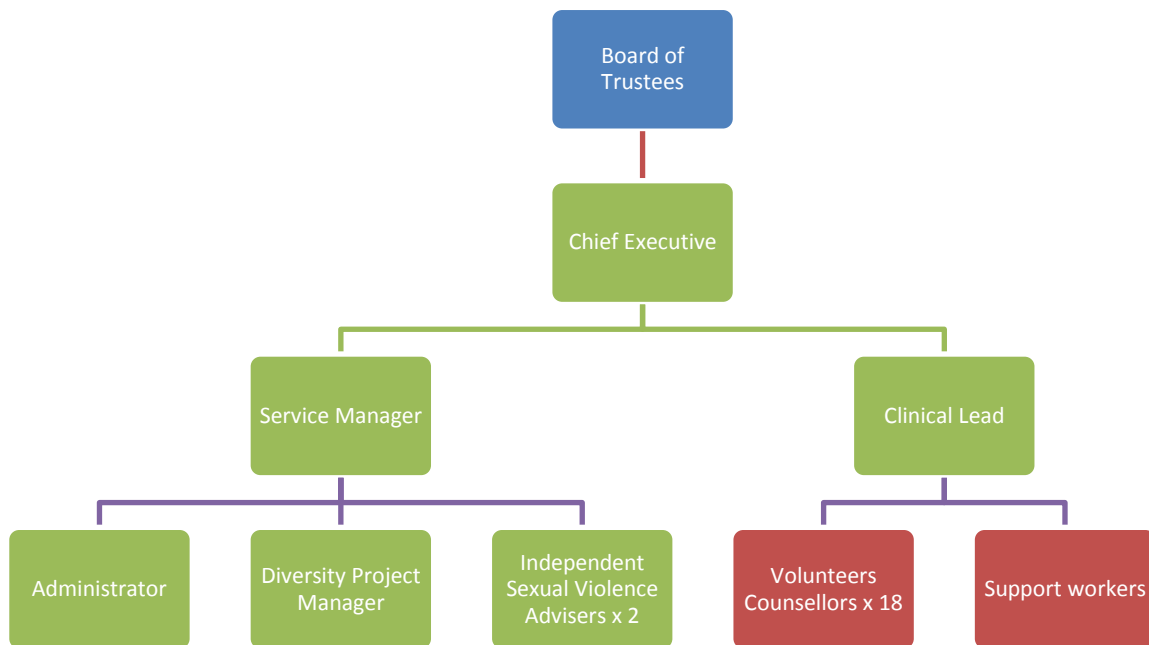


The Board of Trustees

SeVA is run by a Board made up of volunteer trustees. The role of the trustees is to decide the strategic direction of the organisation, make key financial and business decisions and ensure that decisions are made in the best interests of the organisation and its clients.

Staffing

SeVA is managed and services delivered by a mix of staff and volunteers as set out in the following structure chart:





ROLE DESCRIPTION

VOLUNTEER TRUSTEE BOARD MEMBERS

The Sexual Violence Alliance (SeVA) is a registered Charity and a Company limited by guarantee. Responsibility for its management, sustainability and operations lies with its Board of Trustees which is made up solely of volunteers.

PURPOSE

To work with Trustee Board Member colleagues to:

- 1. Agree and decide the strategic direction of the organisation**
- 2. To review SeVA's vision, aims and objective to ensure they remain valid and relevant**
- 3. To manage SeVA's resources showing due diligence and duty of care to ensure that sufficient resources are available to deliver SeVA's vision**
- 4. To ensure the organisation complies with legal, regulatory and best practice requirements**
- 5. To ensure that the highest standards of governance and probity are maintained**

STRATEGIC RESPONSIBILITIES –

1. To agree Service delivery plans and strategies as appropriate
2. To monitor and review the performance of the service
3. To oversee the financial business of SeVA including agreeing and reviewing budgets
4. To ensure proper accounting processes are in place and maintained
5. To develop and review Governing Documents to ensure that they support the delivery of the service and comply with legal, regulatory and best practice requirements
6. To ensure that appropriate policies are in place as required for the effective and efficient delivery of the service, and monitor the delivery of approved policies
7. To promote and support effective communication and consultation with staff and volunteers
8. To ensure effective policies and processes in place for the management and support of staff and volunteers
9. To ensure that SeVA complies with all statutory, regulatory and best practice requirements in particular in relation to Company and Charity Commission requirements

OPERATIONAL RESPONSIBILITIES

1. To attend 8 Trustee meetings per year
2. To attend training and development events as and when required
3. To help organise and attend the Annual General Meeting

4. To assist in the preparation of funding bids
5. To contribute to the development of the services
6. To provide mentoring support to existing and new Trustee Board members as appropriate
10. To ensure that statutory documents are delivered to the Registrar at the Companies House and the Charity Commission as and when required in particular:
 - Accounts
 - Annual returns
 - Notice of change of directors or secretaries
 - Notice of change of registered office

PERSONAL QUALITIES, SKILLS AND EXPERIENCE

Trustee Board members will have individual areas of expertise which they will apply when carrying out their duties as a Trustee. In addition they will demonstrate key qualities, skills and experience as outlined below:

1. Excellent communication and interpersonal skills
2. Negotiation skills
3. Ability to analyse data and reports
4. Personal integrity, and an open and honest approach
5. To be able to exercise reasonable diligence and care when making decisions about the future of the Trust