



TREASURER RECRUITMENT PACK

# MAKE A DIFFERENCE TREASURER RECRUITMENT PACK

Applications welcome until Wednesday 17th November



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IMAGE CREDIT  
ALICIA CANTER

## THANK YOU FOR YOUR INTEREST IN BECOMING A LEAP TREASURER.

This is an exciting opportunity to join our diverse Board, which consists of young people with lived experience of conflict and trustees who have senior roles in the private, public and voluntary sectors.

The importance of Leap's work has grown through the pandemic as young people face challenges of unemployment, mental health, loneliness and coping with past traumatic experiences. Our aim is to support young people to manage conflict and enable a range of positive outcomes around self esteem, better relationships, and reduced violence.

Leap launched *Transforming Conflict Together*, our 5 year strategy in January 2020. It focuses on supporting young people in care, those excluded from mainstream school, inner-city communities and the secure estate. Our priorities include ambitious plans to support young people with their identity, how to handle social media and to make an effective transition from primary to secondary school. In the last 12 months we have accelerated our digital content as well as engaging Government on inclusion and diversity policies.

Leap is currently refreshing our strategy to take account of changes to the internal and external environment. This will involve working across the Leap community to review our vision, mission and values.

Our Trustees have a passion for young people, a desire to expand the impact of Leap's work and are strong team players.

We are looking to recruit a Treasurer with an interest in Leap's work and in particular leadership experience in:

1. Public sector, particularly those areas relevant to Leap's work such as youth, care, education, and prisons' services
2. Purpose led business experience including skills in corporate social responsibility, communications, marketing, digital or legal.

Good governance, diversity and teamwork are at the core of the Board's values. Our Board consists of seven men and five women; six of our trustees are white, three are black and three are Asian. We want to ensure that both senior and younger trustees represent the communities we work with and we are particularly interested in applications from black people.

**Thank you for your interest in Leap and we hope you will engage with us and learn more about the role of a Treasurer.**



**MARK SPELMAN**  
Chair of Trustees

**Leap Confronting Conflict was originally set up in 1987 as a project of the Leavers, a Quaker community arts organisation. Our focus back then was to help young unemployed adults deal with conflict through theatre projects. Over time, our work evolved to include working with young people aged 10-25.**

Today, we work with young people, giving them the skills to manage conflict in their own lives, reduce violence in their communities and help lead our society. We are the UK's only national organisation specialising in the creative management of youth conflict. Our work stops everyday conflict from spiralling into violent and destructive behaviour by helping young people look at the choices they make, understand the consequences of their actions and change course to become role models and leaders.

Too often our society defines young people by the disadvantage they face, or the challenges they present. At Leap, we believe in their extraordinary talent and potential. [Our training](#) is designed to help young people build the courage and resilience to smash their self-imposed, imagined limitations, and to take responsibility for their own words and actions.

Whilst conflict is an issue in all our lives, Leap focuses on supporting young people for whom conflict is a big challenge. In particular our focus is on young people growing up in care, excluded from or at risk of exclusion from school, in the secure estate and living in inner city areas.

Alongside this work we train and support the adults in the lives of young people to increase their skills at supporting young people with challenging behaviour. This includes youth workers, prison officers and foster parents.

In determining these priorities, we took account of the evidence and needs. The number of young people going into care and being excluded from school are both rising. Street violence has been rising for several years before lockdown and early evidence shows that it is rising again as society opens back up.

Trustees play a crucial role in working with the senior management team to set and review strategy and to help navigate a fast-changing world. We need to be both agile and strategic in a world in which the needs of young people, the expectations of staff, communications and technology and the roles of business, government, and charity in addressing social issues is ever changing. It makes the role of Leap trustee challenging, fascinating, and fulfilling and an opportunity in which every trustee has great opportunities to learn and to share insights.

To learn more about our theory of change, monitoring and evaluation of programmes, [please visit the website.](#)



## CHALLENGES FACING

2020 brought devastating **job losses**, increasing loneliness and **mental health issues**, growing levels of **abuse and neglect** and extended **loss of education** for young people.

Young people who were already struggling prior to the pandemic now also have to grapple with the loss of hope for their future. When they lose their jobs or can't find work, many will struggle to see where they fit into society. With fewer opportunities, young people are left feeling excluded, isolated and left to navigate for themselves in an increasingly challenging and hostile environment.

All of these challenges put huge pressure on young people's relationships, resulting in increased conflict in their lives. In response, we have transformed the way we work to best support young people during this time. [Visit our 2020 Digital Impact Hub to learn how.](#)

# YOUNG PEOPLE

# STRATEGY

Our [2020-2024 strategy](#), seeks to transform the way conflict is managed not just by young people, but also by the adults that support them. We believe skilled and trusted adults are essential to supporting young people to manage conflict better and in the longer-term. Over the coming five years, our aim is to engage 6,000 young people and adult professionals through our work.



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## INNOVATION IS THE CORNERSTONE OF OUR WORK, ENSURING THAT OUR PROGRAMME DESIGN IS RESPONSIVE AND CONSTANTLY EVOLVING.

We gather data from all participants and delivery partners which is used to evaluate programme strengths, identify areas of improvement and respond to new and emerging issues.

We consistently monitor the impact of our programmes. Through our annual impact report we promote learning and facilitate sector-wide conversations about how best to support young people and adults to navigate conflict.

2020 was a year of challenge and change. The past twelve months have had a profound and lasting impact on young people, in particular those already facing disadvantages. However, 2020 was also a year of innovation, opportunity and connection, creating new spaces for partnership and highlighting the huge and previously unharnessed potential of digital working. Below are several highlights from the year.

Read [Rising to the Challenge: 2020 Impact Report](#) in full.



**623** YOUNG PEOPLE AND ADULTS SUPPORTED SINCE THE MOVE TO DIGITAL DELIVERY

with 723 hours of online training having been delivered

WE HAVE SUPPORTED **96** YOUTH WORKERS

equipping them with the skills to improve their practice so that they can better support young people



A TOTAL OF **150** YOUNG PEOPLE COMPLETED OUR PROGRAMMES:

**91%**

feel more confident to deal with conflict situations in their lives (N=41)

# 2020 IMPACT

## Young people's opinions, reflections, insights and abilities are at the heart of the way we work as a board of trustees.

**W**e are seeking a **new treasurer** to support the board of trustees and executive in overseeing the financial affairs of the organisation.

This is an exciting opportunity to help drive the success of a growing and successful organisation that makes a profound and positive impact on the lives of young people and their communities.

We are looking for someone who values the potential of young people, is passionate about their growth and development and understands the challenges they face. An interest in Leap's work and approach are essential as well as an ambitious outlook for Leap's future.

She or he will have senior experience of directing finances, will have active networks in business and philanthropy sectors, and will be able to bring these to their support of Leap's work.

The individual will have a proven track record of financial management and monitoring the financial health of an organisation. They will also act as a representative, spokesperson and cause leader creating and identifying donors and business opportunities for Leap. Leap's board is made up of a dozen members, who are recruited, selected and approved by the Board of Trustees. Each trustee serves a three-year term, after which they may stand for second and third three-year terms.

Leap's Board is a diverse group, made up of leaders from a wide range of backgrounds, including the youth and community sector, business, media, the secure estate, central government, law, as well as young people who have come through Leap's programmes.

Leap's Board meets four times per year, usually at its offices in Finsbury Park, London. The overall time commitment for a trustee is expected to be up to two days per quarter. The position of trustee is voluntary, but reasonable expenses will be reimbursed.

# ARE

# LOOKING FOR

## RESPONSIBILITIES:

### RISK, AUDIT AND GOVERNANCE COMMITTEE

- Chair the committee and oversight of financial systems, controls and processes within Leap
- Ensure that there are appropriate internal control environment, risk management and financial processes
- Oversight of the preparation of the annual report and budget
- Oversight of the remuneration decisions relating to the senior management team
- Make sure Leap's risk assessment is reviewed annually and that Leap is properly insured against all reasonable liabilities

- Ensure effective governance structures are in place, regularly reviewed and adhered to
- Declare any conflicts of interest while carrying out trustee responsibilities

### STRATEGIC LEADERSHIP

- Work with the Chair, Trustees and senior management team to ensure there is a clear, long-term and strategic vision for Leap
- Contribute skills, contacts and expertise to influence, support and deliver the strategic goals of Leap

### AMBASSADOR

- Act as an ambassador, spokesperson and champion our work, in particular supporting our income activities, and fostering networks that can help generate income.

### GOVERNANCE

- Ensure that Leap acts in accordance with legislation, its constitution and those procedures governed by the Charities Commission and company law
- Work with the Board to ensure Leap functions within the legal and financial requirements of a UK registered charity and strives for best practice

### EXPECTATIONS AND ENTITLEMENT

The Treasurer is expected to:

- Attend at least one training programme that we run, so that you understand the work we deliver
- Attend trustee meetings, which are held every quarter in London, and last three hours - trustees are expected to attend at least three a year
- Chair and attend the Risk, Audit and Governance subcommittee, which are held every quarter in the weeks before each board meeting
- Get involved with the organisation and attend various internal meetings as and when required
- Claim reasonable travel and accommodation expenses to attend meetings which will be payable in accordance with the Leap Trustee expenses policy
- Demonstrate commitment to Leap by donating and supporting fundraising efforts
- Be able to serve for a term of three years and be able to stand for re-election for a further term and possibly two
- Work with the Chair to review your performance

# WHO WE

## OUR STRUCTURE

### BOARD OF TRUSTEES

Leap Confronting Conflict is a UK company, limited by guarantee, and a registered charity with the Charity Commission for England and Wales and the Charity Commission of Scotland. We have reporting responsibilities to Companies House, the Charity Commission and the Scottish Charity Regulator.

The organisation is governed by a Board of Trustees, similar to a company's board of directors, which is made up of 12 people including three young people with lived expertise who have come through Leap's programmes.

The role of the Board is to govern the organisation, set its strategy, and provide overall direction to achieve its aims in the most efficient and effective way.

### OUR BOARD HAS FOUR SUB-COMMITTEES

The Risk, Audit and Governance Committee reviews and recommends for approval the annual budget and audited accounts, leads on board development and recruitment and reviews risks to the organisation.

The Impact Committee reviews how the organisation measures how the work changes people's lives – providing the board with confidence that the organisation is constantly trying to improve its work.

The Safer Leap Committee reviews how the organisation manages safeguarding ensuring the safety of the young people we work with

The Inclusion and Diversity sub-committee directs our work in this area – providing assurance to the Board that Leap is an inclusive organisation, that values diversity and works to uphold our commitment to anti-racism.

### LEAP'S TEAM

Leap's main office and training facilities are based in Finsbury Park, London. Our core team is made up of about 30 staff members and a pool of about 40 freelance trainers who deliver Leap's work across the UK.

Learn more about our trustees, staff and trainers by visiting [leapconfrontingconflict.org.uk](http://leapconfrontingconflict.org.uk).

## PERSON SPECIFICATION

Successful applications will have an interest in the wider issues facing young people and a commitment to the core principles of Leap - **creative** in our approach, **responsive** to the needs of young people and partners we work with and **confrontational**, holding individuals to account for their actions.

The successful candidate should have:

- Senior experience of directing finance
- Expertise or interest in charity regulations
- Commitment to the vision, mission and core principles of Leap and an interest in the wider issues facing young people facing destructive conflict in the UK
- Experience of committee work, ability to work effectively as a team member, and an understanding of the differences between governance and management
- Active business and philanthropy networks and can be an active ambassador to generate business and donor opportunities as well as professional and advisory support
- Strategic and ambitious for Leap with an ability to shape a collective vision for Leap that informs its ongoing work
- Has time to commit to Leap as a trustee
- All trustees must be 18 years and over

**We are proud to support the Open To All campaign. Spearheaded by Children England and the National Children's Bureau (NCB), Open To All encourages charities to only ask for a degree when completely necessary for a role.**

**Thousands of people are fantastic at their jobs and don't have degrees, from administrators to Chief Executives. We believe that as a sector we should be leading the way in recruiting as openly and inclusively as possible.**



## OUR COMMITMENT TO INCLUSION & DIVERSITY

**Leap has been on a journey of self-reflection on the impact of race and conflict within the organisation and racism within the charity sector. Our aim is to trailblaze change, but before we lead others, we must first lead ourselves.**

**In 2020 we established an Inclusion and Diversity sub-committee, chaired by our Vice Chair and one of our young trustees. We have recruited Bayo Adelaja as a critical consultant to Leap's Senior Management Team, we have implemented a leadership development programme for our black employees and we work to rebuild relationships with our team, young people and partners in the context of tension around race and how Covid has set us apart. This remains a priority at Leap while recognising we still have a lot to learn and a lot more to do.**

## HOW TO APPLY

The closing date for applications is 9am on Wednesday 17th November. Interviews will be held on 24th and 25th November.

To apply, please e-mail your CV and covering letter with subject line 'Leap Treasurer' to [admin.support@leapcc.org.uk](mailto:admin.support@leapcc.org.uk)

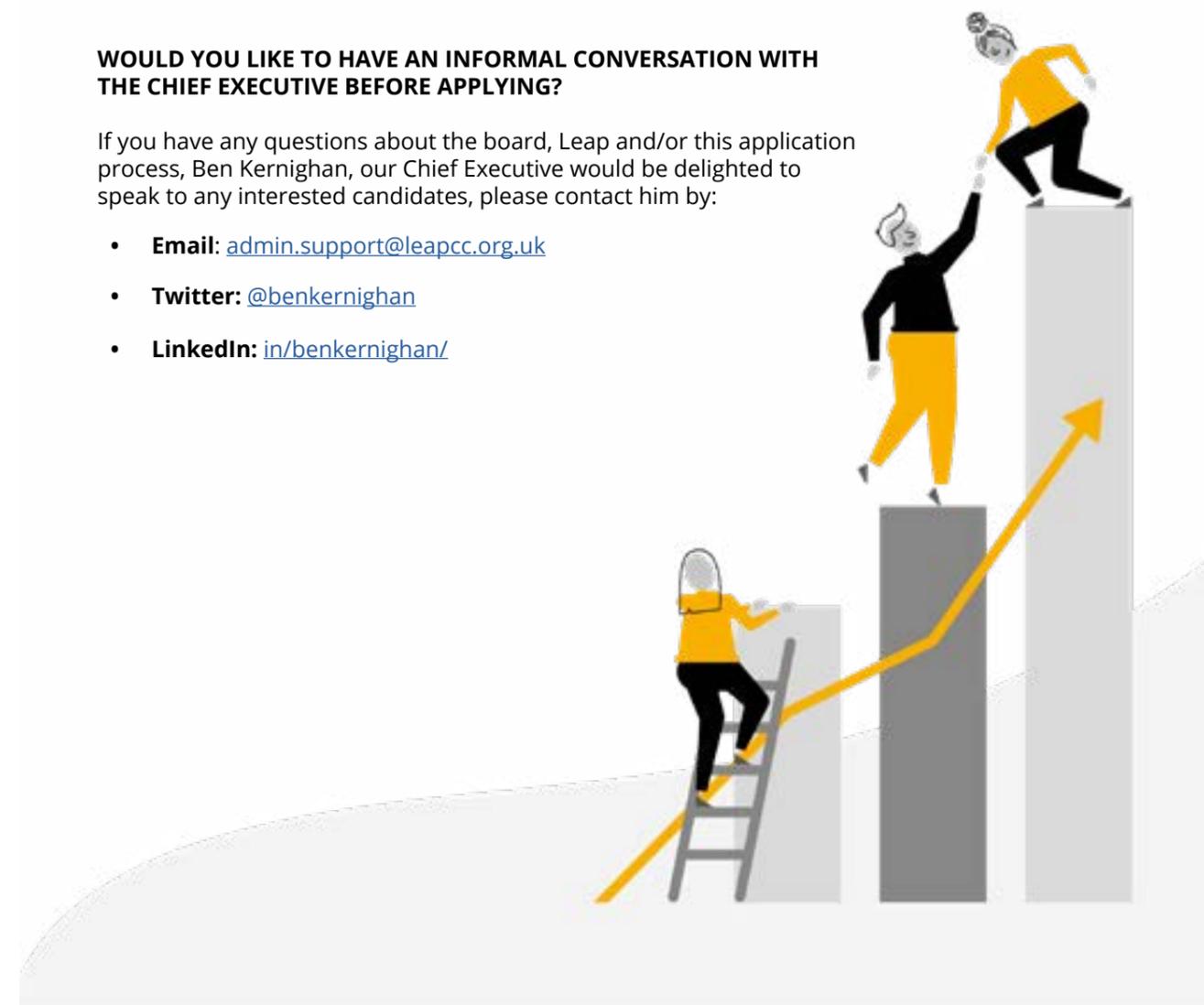
In your application you should summarise your motivations for applying and address the key points in the person specification.

**Applicants are asked to provide suitable daytime and evening telephone and email contact details.**

### WOULD YOU LIKE TO HAVE AN INFORMAL CONVERSATION WITH THE CHIEF EXECUTIVE BEFORE APPLYING?

If you have any questions about the board, Leap and/or this application process, Ben Kernighan, our Chief Executive would be delighted to speak to any interested candidates, please contact him by:

- **Email:** [admin.support@leapcc.org.uk](mailto:admin.support@leapcc.org.uk)
- **Twitter:** [@benkernighan](https://twitter.com/benkernighan)
- **LinkedIn:** [in/benkernighan/](https://www.linkedin.com/in/benkernighan/)





"It's been a combination of learning and giving. Many aspects of Leap's approach are genuinely pioneering and I literally take notes at Board meetings and try to take that practice back to the rest of my work. In other areas, I can bring my expertise to the table and help the team make an even bigger impact on young people and the professionals who work with them."

**MATT BELL**  
Trustee