



Working with women and men throughout the Leeds district whose lives have been, or are, affected by domestic violence and abuse.

# **CANDIDATE** **INFORMATION** **PACK**



**Thank you for your interest in**  
**joining the Behind Closed Doors**  
**(BCD) Board of Trustees and**  
**for taking the time to read this**  
**information.**

This is an exciting yet challenging time for BCD, with the pressure of an increasingly tough financial climate as we respond to the growing demand for our services. With your support and expertise, you can help us to drive our business strategy forward, developing our income generating activity and building our capacity to deliver a range of quality services to benefit more people in need.

# About Us

BCD is an established and successful charity supporting women and men across the Leeds district who are, or have been, affected by domestic abuse. Established in 1997, and offering a part-time helpline, BCD now offers a range of support services throughout Leeds.



Our organisation meets the Investors in People Gold Standard, Leeds City Council Domestic Violence quality mark level 3 and our volunteer programme maintains the Volunteering Good Practice Kite Mark set out in the Compact for Leeds. Behind Closed Doors was the first organisation to achieve the Social Value UK level 2 certificate.

BCD has a number of established partnerships and commissioning relationships with a range of partners.

# Our Services

We provide high-quality accessible services, offering understanding, thorough assessment and review processes and realistic support planning tailored to each person's own circumstances and needs.



Our Community DV Team (CDVT) delivers 1-1 outreach support to people as part of the Leeds Domestic Violence Service (LDVS) commissioned by Leeds City Council, working mainly with medium to high risk referrals and where significant help is required with civil legal and practical issues.

Our prevention and Recovery Service (PARS) Staff and trained Volunteers support people at low to medium risk levels (current, recent or past relationships), focussing more on psychological/emotional recovery and low-level practical help. Where appropriate we offer support to promote whole-family healing.

The PARS also delivers CPD Certified training courses as well as bespoke training events, including Commercial offers, and promotes a Prevention message through its Education-based Workshop programmes.

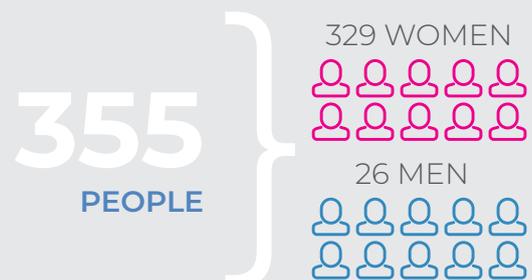
## The 164 CDVT clients and 185 PARS clients who completed support in 2018-19 said it enabled them to:

- Be more independent, in control and able to make own decisions
- Improve their mental health and wellbeing
- Develop new stronger relationships
- Keep themselves safer
- Parent better

### Our Community Domestic Violence Team provided



### Our PARS Team supported



**Our success is built on core values which are embedded in all we do; inclusive, realistic, caring, dependable, client-focussed, committed and professional.**



## ROLE DESCRIPTION

Our current board is made up of committed and knowledgeable people: businesspeople, community and charity leaders.

However, the board recognises the need to develop a succession plan, so more Trustees are needed. We also

need to enhance contacts through appointing senior level people.

We are seeking people with influence across Yorkshire who can open opportunities & make connections, that can be followed up by senior executive staff.

## DUTIES

- Collective responsibility to the overall governance and strategic direction of the organisation
- To be a strong advocate of the work BCD deliver
- Be committed to the vision, purpose & the values of BCD
- To play a full part in Board meetings, and to arrive at balanced and objective decisions, in the performance of agreed role and functions
- To ensure that the objectives of BCD, as agreed by all Board Members, are fully and properly carried out
- Along with other Trustees ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations

## OBLIGATIONS

- Act in the charity's best interests, taking everything relevant into account
- Be diligent, careful and well informed about the charity's affairs
- Be able to respect boundaries between executive and governance function
- Be able to maintain confidentiality regarding sensitive information
- Respect the charity's constitution and decisions taken under it
- Analyse information and where appropriate challenge constructively
- Be able to make collective decisions and stand by them

## COMMITMENTS

The Board meet every other month. There is further expectation that Board members will contribute to specific project groups, as they arise, from time to time. Board Away Day, usually one meeting per year

## PERSONAL SPECIFICATION

### EXPERIENCE

- Experience of applying and promoting the highest of standards of corporate governance
- Experience of working in an environment where strategy development and implementation have been an integral part
- Track record of achievement in an appropriate environment & ability to represent a partner organisation at the highest level
- Experience of working in a service delivery or volunteer-based organisation with a strong customer focus

### KNOWLEDGE/SKILLS

- Strong interpersonal skills
- Willingness to continually develop and refresh knowledge and skills
- Maintain or acquire a strong command of knowledge related to BCD

### BEHAVIOURS

- Uphold the highest ethical standards of integrity and probity
- Actively support the Chair and Operations Director in his/her role of executing the strategy and business of BCD
- Ability to listen sensitively to the view of others, inside and outside the Board

### COMPETENCIES

- Ability to take a considered view in making judgements
- Ability to debate constructively
- Ability to nurture partnerships and mutual respect on the board
- Ability to challenge rigorously, probe key issues and question accepted ways of working
- Ability to question intelligently
- Ability to make decisions objectively

### SPECIFIC SKILLS

We are looking for a blend of skills that will contribute to an effective Board:

- Business and Operation
- Sales Marketing/Media/PR
- Charity experience an advantage
- Legal/HR/Company Governance
- Strategic planning

# How to apply

If you wish to apply for this position, please supply the following:

## CURRICULUM VITAE

An up to date CV setting out your career history, and covering letter, or supporting statement, which fully addresses the criteria in the role description and person specification.

First stage you would be expected to attend a panel interview, along with two Trustees and the Operations Director.

Through the process you will be expected to attend an initial board session, and meet the BCD exec team.

Final decision to be presented to Board.

## REFEREES

Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period they have known you.

Referees will not be contacted without your prior consent.

**PLEASE SEND TO: [Louise@behind-closed-doors.org.uk](mailto:Louise@behind-closed-doors.org.uk)**

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## YOUR PERSONAL INFORMATION

**Your personal information will be held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information.**

### WHEN WE REQUEST YOUR PERSONAL INFORMATION WE WILL:

Only ask for what we need, and not collect too much or irrelevant information

Ensure that you know why we need it

Protect it and, in so far as is possible make sure no one has access to it who shouldn't

Make sure we don't keep it longer than necessary

Use your information only for the purposes you have authorised

## HOW WE DEAL WITH YOUR INFORMATION

**We will deal with your application as quickly as possible and advise you regarding each stage of the process by email.**

# Thank you

Registered charity number: 1116500 Behind Closed Doors



## Get in Touch



Behind Closed Doors  
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