

**Stay Safe East**

**Supporting disabled survivors**

**JOB PACK**

**FINANCE OFFICER**

**July 2023**

Stay Safe East is looking for a Finance Officer who will oversee the management of the Charity’s finances, and support the CEO and the Board with fundraising and liaison with funders.

**Job details**

Salary: £ 32,000 per annum pro rata

Hours of work: 17.5 hours per week

Managed by: Operations Manager

Place of work Stay Safe East offices, 90 Crownfield Road, London E15 2BG (accessible premises). We operate a hybrid working system.

Funded by: Three Guineas Trust

This is a permanent position, subject to successful income generation in future years.

Start date: as soon as possible

**Stay Safe East particularly welcomes applications for this post from disabled people who reflect London’s diverse communities of faith, sexuality, culture, ethnicity and age.**

1. **About Stay Safe East**

Stay Safe East is a user-led organisation led by disabled people and supporting disabled survivors. Stay Safe East is one of only four funded Deaf or Disabled People’s Organisations (DDPOs) in England and Wales working on Domestic Abuse and the only specialist DDPO working across all areas of abuse (domestic and sexual violence, hate crime, harassment and institutional abuse). From small beginnings in 2010, we have grown into a nationally recognised leader in the field. *More details on our website* [*www.staysafe-east.org.uk*](http://www.staysafe-east.org.uk) *and at the end of this job pack.*

This is a period of change. From a local organisation with 5 staff in 2018, we are now a London-wide service with 16 staff at present, 20 by the end of 2023. We recruited a new Operations Manager in spring 2023, and are currently recruiting a new Chief Executive. Recruitment to the Finance Officer post is part of the next phase of change.

1. **The role**

Under the overall direction of the Board of Trustees, and the Management of the Operations Manager, and in accordance with Stay Safe East’s policies, procedures and practices, the Finance Officer will be responsible for day-to-day financial management of the organisation, budgeting, liaising with funders over financial matters, implementing a fundraising and income generating strategy, and producing financial reports to funders, the Board and the Charity Commission, and preparing information for the Independent Examination of Accounts and Charity Commission reports.

You will work with a freelance bookkeeper who does the bookkeeping, pays the bills and produces management accounts, allocations reports and cash flows. You will also liaise with our payroll service and with our Senior Administrator who is responsible for purchasing.

We have a positive policy on training and employing disabled people. We expect commitment and hard work from all our staff; in return we offer an accessible, flexible and welcoming work place, support in your work and involvement in a team who are passionate about getting the very best for our clients and bringing about change.

1. **Finances and funding**

Stay Safe East’s projected annual income in 2023-24 is just below £800,000. We receive core funding from The Three Guineas Trust which has enabled us to develop our Management Team and policy work. We have built up solid reserves, in line with Charity Commission good practice guidance. Like most voluntary sector organisations, most of our income extends only for the next two to three years. The Home Office, Ministry of Justice and Mayors Office for Policing and Crime currently fund much of our work with survivors of domestic abuse and violence against women and girls, but we currently have only limited funding for our hate crime work. The Finance Officer will be expected to help expand the range of trust funders and diversify our unrestricted income.

Current funders are as follows:

Three Guineas Trust *(core funding)*

Trust for London *(Benefits Advocacy)*

Comic Relief *(Core, Benefits Advocacy and Client Fund)*

Community Fund *(Volunteer Development Project)*

Contracts are:

**Domestic Abuse and Victim Advocacy:**

London Victim and Witness Service *(Mayor’s Office for Policing*

 *and Crime - MOPAC)*

**VAWG/Domestic Abuse Advocacy***:*

Ascent VAWG Partnership *(MOPAC)*

London Floating Support Partnership - VAWG *(Ministry of Justice*

 *via MOPAC)*

IDVA-IDVA Funds *(Ministry of Justice via MOPAC)*

**Hate crime advocacy**

CATCH (*MOPAC)*

We have a history of successful bids built on our reputation as a professional, innovative and unique organisation, but cannot assume that funders will continue to support us, at a time when there are many demands on their resources. As the Covid crisis has eased, we aim to increase our unrestricted income from training, consultancy and donations, and to launch a fundraising drive for some of our smaller projects. In the next two to three years, we will be developing further projects; our priorities are a semi-autonomous Counselling Service and a project to support disabled mothers/survivors of abuse in their parenting role, developing our Women’s Group, as well as expanding our training and consultancy role.

The CEO with the assistance of the Management Team and the Finance Officer will be developing a new income generation plan for the organisation for the next 5 years.

The CEO has strategic responsibility for financial matters and fundraising. Financial reports to the Board are always in Word and non-technical language so as to be accessible to all Board members.

We also operate a fund for clients for help with emergencies, household goods, help with energy costs and support for their children, security measures and emergency accommodation. This expenditure must be accounted for to funders in detail.

1. **About you**

You will have the practical finance skills necessary to support Stay Safe East as a growing charity. You will have experience within a voluntary or public sector organization or relevant experience within the private sector. It is essential that you have knowledge and understanding of the charity funding context and requirements. You must be able to cope with change. You should be self-organised, motivated, and practical.

You must also be comfortable working in an environment where difference is welcomed, and in ensuring that your work practice meets the needs of your colleagues, including being able to make financial matters accessible to the Board, CEO, managers, staff and volunteers.

Your ethos, values and approach must match those of Stay Safe East. A commitment to human rights and equality is a must. Though the role does not generally involve working with clients, you may meet clients in the course of your work; you must be able to interact with clients with respect and maintain boundaries, and to maintain confidentiality. Your work will support our teams to do what is often difficult and challenging work, so sensitivity towards colleagues is essential.

1. **Working arrangements**

The office core hours are 10am to 5pm, but some flexibility is possible to meet disability or other needs. Contracted hours are 17.5 hours (including a half-hour lunch break) – the postholder will agree their working days with the CEO once appointed.

Stay Safe East operates a hybrid working system; you will generally be expected to work in our office in Leytonstone, London E11 an average of one day per week or as agreed upon appointment where travel time is more extended for the successful candidate, for example for meetings with Managers and the Bookkeeper or to support staff over their expenses claims.

The postholder will be required to make financial reports to Board meetings, which are always in the evenings, as most of our Board members are in employment. Very occasional weekend meetings may be required.

**Line Management:** This post will be managed by the Operations Manager. You will also liaise with the Treasurer.

**Support:** You may have access to monthly external coaching or mentoring if required. Other support and training are available.

**Access and inclusion:** Our office and building have a good standard of access, with parking within 10 metres of the entrance and an accessible toilet and meeting rooms on the ground floor alongside our offices. There is a rest room on site.

For bookkeeping, we use Quickbooks and Excel; our payroll service uses Sage. Assistive software can be funded through Access to Work.

We will make reasonable adjustments where possible. Where relevant, we assist our staff to apply for Access to Work support.

Where hybrid working continues to operate, the successful candidate will be provided with appropriate IT and software, duplicate seating or other support to enable them to work from home.

**Probationary period**: 3 months from start date. By the end of the probationary period, you must be able to exercise all the functions of the post with competence.

**DBS:** This post is subject to a satisfactory basic DBS check*.*

**Annual leave:** 5.6 weeks pro-rata as per statutory provision.

**Pension scheme**: Stay Safe East is signed up to the NEST pension scheme and contributes 3% to employees’ pension fund.

**APPLYING FOR THE POST**

If you like what you have read and have the skills, experience and the commitment to support our organisation, please apply for the post of Finance Officer.

**To apply, please complete the attached application form and monitoring form, and return them no later than Thursday 17th August 2023.**

by e-mail to: recruitment@staysafe-east.org.uk.

Please head your e-mail **Finance Officer Application**

**Important: Please ensure you return the forms as typed word documents in 16 point, not as a PDF or handwritten document; this is so all forms are accessible to members of the interview panel.**

If you have any questions, or require the application form and job details in a different format, please e-mail recruitment@staysafe-east.org.uk

**Closing date for applications: Thursday 17th August 2023**

**Interviews date: Wednesday 23rd August 2023.**

The interview panel will be the Acting CEO and Operations Manager.

**Stay Safe East**



**WORKING FOR THE RIGHTS OF DISABLED SURVIVORS**

For more details of our work, please see our website [www.staysafe-east.org.uk](http://www.staysafe-east.org.uk)

1. **Background**

Stay Safe East has been providing advocacy to disabled people who are survivors of domestic abuse and hate crime in Waltham Forest and Newham since 2010. Initially a project of Disability Action Waltham Forest, we became an independent Charitable Incorporated Organisation (CIO) in 2013. Over the years, our remit has gradually expanded to offer support across London to disabled survivors of other forms of Violence against Disabled Women and Girls (VAWG) and other forms of abuse including financial abuse. We offer the only specialist Domestic Abuse and Violence against Women service run by disabled women for disabled women. We offer specialist advocacy to victims of hate crime and cuckooing and employ the only specialist Disability Independent Victims Advocate in the UK, who supports victims of financial, institutional and other abuse. All our practice is inclusive and aimed at getting the best for our clients and promoting their human rights.

We use our expertise for national policy and change work, to advise our partner agencies on working with disabled victims/survivors and to provide training, consultancy and advice.

1. **Our ethos**

We prioritise the safety and well-being of Stay Safe East clients, their children and dependants.

Our work is grounded in an intersectional social model of disability. We believe that disability is a social condition faced by people with impairments, which places barriers in the way of disabled people having control over their lives. Our role is to help remove those barriers or minimise their impact, whether for individual clients or in changing wider practice, policy and strategy.

We take a feminist and intersectional approach to all forms of abuse against disabled people, and in particular a gender-based approach to violence against disabled women and girls. We recognise that disabled men and non-binary people may also be at risk. We promote the human rights of disabled survivors of abuse.

Supporting our clients means addressing the way their experiences and opportunities have been impacted by structural disablism, racism, ageism, misogyny, homophobia and transphobia.

We respect and aim to understand the cultures, lives and choices made by our clients. We are an LGBTQ positive organisation.

We champion the voices of disabled survivors as the experts on their own lives.

We promote employment and volunteering opportunities to disabled people from all communities and take a positive approach to inclusion, training and developing the skills of staff and volunteers; we find innovative ways to enable our teams to work well and safely.

1. **The Board**

The Board has responsibility for strategic oversight of the organisation.Day-to-day responsibilities are delegated to the CEO, who manages the two service managers, the Policy Manager and the Operations Manager. There are currently six Board members, all of whom are disabled people, and come from a wide range of backgrounds. Two Board members are current or former users of our services. The Board meets 5 to 6 times per year and receives reports and make decisions between meetings where needed. The Finance Officer will be expected to prepare accessible financial reports to the Board.

1. **The Stay Safe East Team**

Our hard-working team is passionate about getting the best for their clients and bringing about change.

We currently have 18 staff and one volunteer, all of whom are disabled people. We employ 17 women and one man. All our staff, volunteers and Board members are disabledpeople and are from a range of communities across East London and beyond. Amongst us we speak 11 languages. Stay Safe East is a LGBTQ+ positive employer.

Flexibility, mutual support and learning from experience are part of our way of working. Most staff work less than 35 hours. Four of our staff also employ their own Personal Assistants. Current teams are as follows:

* The Violence against Women and Girls (VAWG) Team is managed by the VAWG Services Manager; the team includes 8 staff (Independent Disability and Domestic Violence Advocates, Safe Accommodation Advocates, VAWG Advocate.
* The Advocacy and Benefits Team Manager manages 5 staff (Disability Independent Victims Advocate, Hate Crime Advocate, Benefits Advocates and will be managing a new Volunteer Development Officer from October.
* The Policy Team is a Policy Team Manager and a Policy Officer (post currently vacant)
* The Operations Team is the Operations Manager, Senior Administrator and Finance Officer who works with an external bookkeeper.

Further recruitment is in progress.

We expect the team to be around 20 staff by end of 2023.

1. **Policy and change work**

From the outset, the evidence from our casework has helped us influence policy and practice, first at a local level, then at a regional and national level. Our amendments to the Domestic Abuse Bill were not adopted by government but led to a review of abuse of disabled people by people providing care to them at home. <https://www.gov.uk/government/publications/safe-care-at-home-review>. We hope to see real change as a result of this review.

1. **Training, consultancy and capacity building**

We have ten years experience of providing training on domestic abuse, sexual violence and on hate crime to Deaf and Disabled People’s Organisations, the Violence against Women and Girls sector, the police and local authorities, and. We have trained over 150 Independent Domestic Violence Advisers (IDVAs) and Independent Victims Advocates working for Victim Support across England, as well as to women’s organisations who are part of the Ascent VAWG partnership. We aim to develop our training capacity over the next few years, training a new generation of disabled people to deliver good practice to our partners, on-line and face to face.

In 2022, the Ministry of Justice commissioned ground-breaking research on the needs of disabled survivors of rape and sexual violence. The project was led by the University of Leeds, with Stay Safe East, SignHealth and Liverpool Hope University. The report was published in late summer 2022 <https://survivors-project.leeds.ac.uk/>. The findings have already impacted on the design of the recommissioning of support services for rape survivors, and led to further commissioned work for Stay Safe East.

For the past three years until May 2023, Stay Safe East’s most experienced hate crime advocate has been working with London’s Deaf and Disabled People’s Organisations to develop their capacity to provide support to disabled victims of hate crime. 10 London DDPOs now have solid grounding on how to support disabled victims of hate crime. One of the organisations trained joined the London CATCH Hate crime partnership delivering direct advocacy support to victims.

**9. Casework: advocacy for disabled survivors**

The overwhelming majority of our clients are disabled women, nearly all of whom have experienced multiple forms of abuse in their lifetime. We have been successfully providing advocacy and support to disabled victims/survivors for the past 13 years (ten of these as an independent organisation). Our services have grown and changed during that time. Our core support includes:

* An accessible place of safety to report all forms of targeted harassment and violence, and to get support
* Long-term, holistic advocacy and support for disabled and Deaf victims
* Risk assessment (including our own two risk assessments tailored to the specific risks for disabled victims/survivors of domestic abuse and hate crime)
* Help with getting action from the police, going to court and getting justice
* Ongoing help with practical issues e.g. housing, adult social care, mental health and other agencies, equipment, Dial-a-Ride, Freedom Passes, education etc.
* Intensive support for disabled mothers at risk of losing their children though the Family Courts, usually through public proceedings by Children’s Social Care
* Referrals to a counsellor (we have a budget to pay for clients who cannot access other services)
* Financial support at times of crisis and with essential equipment for clients and their children
* any other help the client needs and we have the expertise to provide.

*Stay Safe East July 2023*