

Honorary Treasurer

DATE:

August 2020



About

Spark Inside runs coaching programmes in prisons across London and the South East, to encourage rehabilitation and reduce reoffending. Reducing reoffending benefits all of us. It means there is less crime, fewer victims, safer communities.

We are one of the first organisations to take life coaching to 15- to 25-year-old boys and men, and to use systems coaching to bring together prison officers and prisoners in UK prisons. Established in 2012, we have worked with over 1,000 prisoners and prison staff, and have worked in eleven prisons, youth offender institutions and secure training centres, across London and the South East. We have won various awards, including a Commendation for the Robin Corbett Award for Prisoner Re-integration 2018, and were shortlisted for the Charity Times Award Best New Charity 2016.

The Conversation is our systems coaching programme that brings together large groups of prison staff and prisoners in a facilitated group coaching process to enhance their relationships, improve empathy, and support sustained, positive cultural change on prison wings. Evaluations of our systems coaching programme show an 81% increase in positive prisoner behaviour.

Hero's Journey™ is our structured life coaching programme for young people aged 15-25, in prison and through-the-gates, building their motivation to change, decreasing in-prison violence and creating a pro-social identity away from crime. Evaluation of our life coaching programme have shown it reduces reoffending by one third.

You can find out more about the impact of our coaching programmes at www.sparkinside.org and [Twitter](https://twitter.com/sparkinside).

SPARK
INSIDE
COACHING IN PRISONS®

"I see a different approach in how they dealing with day-to-day issues. When you hear the officers' sides and see what they're going through, it's a struggle, and you begin to think 'you know what? It's not their fault.'"

Ollie, 24, The Conversation participant*



"The life coaches saw the spark in me that I hadn't seen in myself for a long time, and it gave me hope that it wasn't too late to change. Now I've left prison for the last time and I'm not going back. I know I can make it."

Michael, 20, Hero's Journey™ participant*

About the position

Duties of Treasurer

The duties of the Honorary Treasurer cover two areas: those as a Trustee and those specifically designated to the Honorary Treasurer.

Specific duties as Treasurer

The Honorary Treasurer works closely with, and provides support and advice to, the Chair of the Board of Trustees, Head of Finance and Resources and CEO.

RESPONSIBILITIES AS TREASURER

- Chair quarterly Finance Committees and annual Remuneration Committee
- Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keep the board informed, with the help of the Head of Finance and Resources, about its financial duties and responsibilities
- Advise the Trustees on the financial implications of the organisation's strategic plans
- Oversee the financial resources of the organisation by reviewing quarterly management accounts
- Ensure the organisation meets its present and future needs and that there is an appropriate reserves policy
- Ensure that the accounts are properly audited or examined and that accepted recommendations of the auditors are implemented
- Maintain and develop own working knowledge of regulatory requirements and good practice regarding charity financial management.

RESPONSIBILITIES AS TRUSTEE

- Attend quarterly Board meetings
- Ensure that the organisation complies with its governing documents, charity and Company law, and other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure that the organisation applies its resources exclusively in pursuance of its objects
- Give firm strategic direction to the organisation
- Safeguard the name and ethos of the organisation
- Ensure the effective and efficient administration of the organisation
- Read and comment on pages produced for board meetings, and other occasional circulations
- Maintain good relations with staff and other stakeholders
- Attend occasional away days and other corporate events

PERSON SPECIFICATIONS

- Commitment to the aims and work of Spark Inside
- Alignment with the values of Spark Inside
- At least 3 years' experience in a senior level finance role
- Strategic thinker
- Objective decision maker
- Understanding and acceptance of the legal duties, responsibilities and liability of trusteeship
- Ability to work effectively as a member of a team
- Significant experience in business management

SUPPORT FOR THE TASK

All travel and reasonable out of pocket expenses will be reimbursed.

TERM

The appointment will be for three years initially, which may be extended by an additional three years.

HOW TO APPLY

To apply for the role, we require a covering letter and a CV. Your covering letter should explain why you want this role and outline your relevant skills, experience and knowledge.

Your CV and covering letter should be returned by email to team@sparkinside.org no later than 09:00 on Monday 07 September

Applications received after the closing date will not be considered.

Shortlisted applicants will be notified by Friday 11 September. Due to our limited resources we are unable to provide feedback on unsuccessful applications.

Virtual interviews will be held on the week commencing Monday 14 September. Please let us know in your cover letter if there are any times or dates you cannot attend a virtual interview.



Our values

SPARK

We want to feel a strong sense of passion and 'spark' for everything we do. We commit to people, projects and partnerships that align with our values.

HEART

We maintain an open mind and an open heart, and we always act with kindness and consideration.

STICKABILITY

When the going gets tough, we stick with our participants, our projects and our commitments. We channel our grit and resilience to make it through challenges and we don't give up easily.

IMPACT

Our impact on our participants is at the heart of every decision we make and it is how we judge our success, so we take evaluation seriously.

LEARNING

We are humble, curious and constantly developing. We apply and share our learning to amplify our impact.

INNOVATION

We celebrate creativity and design new ways of doing things, based on evaluation data and stakeholder feedback. We innovate to remain relevant to our participants' needs.

EQUAL OPPORTUNITIES

Spark Inside is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We welcome applications from those who hold a criminal record.



Who am I...

Funny
Looks neat
Fresh trainers
A good man
Loyal
Smart
Good example

Future

Family man
Kids
Mentoring
Businesses

Thank you

THANK YOU FOR YOUR INTEREST IN WORKING WITH US

To find out more about Spark Inside and the work we do, please visit our website or contact us below.

www.sparkinside.org | team@sparkinside.org | 020 3468 0706 | [@spark_inside](https://twitter.com/spark_inside)
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