

Honorary Treasurer

DATE:

September 2025



About

Spark Inside is an award-winning charity that has transformed the lives of over 1,000 people living and working in our prisons. We have pioneered coaching in prisons, showing the value of coaching to change lives and systems. In the next decade, we set out to make coaching available to anyone who wants it in the justice system and aim to reach 10,000 young people with our coaching programmes.

OUR VISION

The futures of people affected by the criminal justice system are determined by their potential, not their past.

OUR MISSION

We use coaching to unlock the potential of individuals and drive culture change in the criminal justice system so that rehabilitation is possible.

We are one of the first organisations to take life coaching to people living and working in prison and to use systems coaching to bring together staff and prisoners in UK prisons. Our expert coaches are qualified and trained professionals. In addition to developing and delivering innovative coaching programmes, we are also committed to working with parliamentarians and government officials to influence criminal justice policy, and shift the perception of people in prison, platforming their voices and highlighting their unlocked potential.

In addition to our coaching programmes for people in prison, we have also begun coaching prison staff and young people in the community.

You can find out more about the impact of our coaching programmes at www.sparkinside.org

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 Operations and CEO.

RESPONSIBILITIES AS TREASURER

- Chair quarterly Finance and Risk Committee 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 Operations, 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
- Desirable: Professional accountancy qualification (e.g. ACA, ACCA, CIMA, CIPFA)

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, please send 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 officeadmin@sparkinside.org no later than **09:00 on Monday, 13th October 2025**. Applications received after the closing date will not be considered.

Due to our limited resources, we are unable to provide feedback on unsuccessful applications.

Interviews (preferably in person) will be held on **Monday, 27th October**. Please let us know in your cover letter if you cannot attend the interview in person on this date and we will find an alternative.

When applying, we would appreciate if you could complete our optional [Equal Opportunities Monitoring Form](#).

If you would like to discuss the role before applying, please contact lee-ann@sparkinside.org who will set up a call with a current Trustee.

The successful applicant will be invited to observe two Board meetings and meet the other members before being formally invited to join the Board as a trustee. The next Board meetings are: **Thursday, 5th February 2026, 5-7pm** and **Thursday, 30th April 2026, 5-7pm**.



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 strongly encourage applications from people with lived experience and especially welcome applications from people from Black and minoritised communities.



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 | officeadmin@sparkinside.org | 020 3468 0706

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