

SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

Candidate Pack

Trustee - Company Secretary



Thank you for your interest in the role of Company Secretary Trustee.

Sophie Hayes Foundation is the only independent organisation in the UK that solely focuses on helping women survivors of modern slavery build confidence through coaching and skills development that leads to education, employment, and independence, helping them to achieve sustainable freedom.

Our mission is to reach the thousands of women survivors of modern slavery in the UK today to shape a better future for themselves. We provide coaching and development programmes to remove barriers to freedom, including vocational work placements, internships, volunteer opportunities, training, and formal education.

We are committed to creating a society that views and treats these women with respect, leading to a better society for us all.

Our unique programmes have been designed to support women by sharing essential life skills that will help with confidence building, followed by essential skills development for future employment and education. All of which are important for living independently, finding work, and remaining free.

We are a dynamic organisation that responds to the evolving demands of survivors. We believe that we can all develop and grow to achieve our full potential and are currently looking for a volunteer with the relevant experience to join as Company Secretary for the Board of Trustees.

This committed individual will join to help the charity through a period of growth, providing specialist knowledge in key areas. They must also support our mission, be aligned to our values, and be able to act as an ambassador for the organisation.

A handwritten signature in black ink, appearing to read 'Nicola Murphy', written in a cursive style.

Nicola Murphy
Chair Board of Trustees

Mission Statement

Founded in 2011 by Sophie Hayes, a British woman trafficked into sexual exploitation overseas, Sophie Hayes Foundation's work has always been centred around sustainable freedom. Sustainable freedom means freedom from exploitation, slavery, and trafficking; and freedom to look to the future with renewed confidence, rebuilt skills, and a sense of purpose for survivors.

Whilst our mission of sustainable freedom has continued over the last 13 years, forms of exploitation, as well as the landscape of support to survivors of exploitation, has changed beyond recognition. To adapt and respond to this, our new clearly defined and executed mission, coupled with enhanced brand awareness, and with survivor voice at its heart, will enable us to raise awareness, provide leadership, and develop the conversation on modern slavery and human trafficking in the UK.

Freedom from modern slavery, and human trafficking must be achieved through creating a community of survivors whose voices are amplified to challenge assumptions about slavery and trafficking and to work with policymakers and businesses to understand and tackle root causes of the exploitation of vulnerabilities.

We will build on our core strengths to consolidate, expand, and diversify our funding streams for the immediate benefit of our services and the long-term stability and growth of our organisation, opening up and seizing opportunities and partnerships which arise, to expand and improve our support to survivors.

Our strategy will bring stability and transformation, will be created through collaboration and inspirational leadership, will provide foundational support to survivors and empower them as actors for change.

We will work at two levels:

- 1 Freedom to look to the future with renewed confidence, rebuilt skills and sense of purpose can only be achieved by meeting survivors where they are in a complex survivor support landscape, adapting and responding to need as it arises, and pursuing new and innovative ways to open essential pathways to lifelong development, employment, and education opportunity, and long-term support to survivors of exploitation, slavery, and trafficking
- 2 Whilst adapting and responding to need, we will boldly assert that survivors deserve better than a system in collapse, recognising their right to comprehensive care and a genuine pathway to sustainable freedom. To this end, Sophie Hayes Foundation will take up our place as a dynamic and recognised charity, carving out a thought leadership niche for ourselves where our unique voice will enable us to attest to measurable advocacy achievements which improve life for survivors in the UK, and in turn make society fairer.

Foundation Values

We are BOLD

Slavery and trafficking are abhorrent crimes which have no place in the modern world. Survivors' stories of bravery and survival inspire us to be courageous in boldly challenging assumptions about slavery and trafficking, and in advocating with integrity to policymakers and citizens, businesses and consumers, for a future free from exploitation for all.

We are INQUISITIVE

We are experts in our work with a thorough understanding of the context and realities of modern slavery and human trafficking, centred around lived and learnt experience. But we see great value in continued learning, and take up all opportunities to develop our skills and understanding. We invite everyone to inquire alongside us and believe in their roles as agents of change.

We are INCLUSIVE

We seek to build understanding and awareness of all areas in which exploitation of vulnerabilities can lead to modern slavery and human trafficking and the profound significance of intersectional marginalisation on survivors. We champion and amplify voices of survivors in. We actively welcome and respect different perspectives and experiences from amongst staff, survivors, volunteers, trustees, and supporters, to enhance the quality of the services we provide and the work we do.

We are CREATIVE

We are flexible, adaptable, and responsive to change. We look to innovate, with an entrepreneurial and creative approach to providing opportunities for survivors and to expand our work. We are open to partnership with a wide range of institutions and businesses, and collaborating with them to co-create bold approaches to tackling exploitation and providing pathways to sustainable freedom.

We are HOPEFUL

In supporting survivors to, and advocating for, sustainable freedom, we need to inspire people with hope and belief that a better future is possible. Adapting our approach to recognise the challenges people face, we remain optimistic and look to find and provide inspiration wherever we can.

Job Description – Trustee as Company Secretary

Sophie Hayes Foundation is a dynamic charity, focused on helping survivors of modern slavery rebuild their lives and achieve sustainable freedom by providing invaluable training, coaching, work experience and advocacy across the UK.

The Role

We are currently seeking a committed individual to join as Company Secretary.

Experience and expertise required:

- Senior leadership
- Excellent written skills with an eye for detail
- An understanding of the charitable and voluntary sector and its governance will be an advantage, but our aim is to find an individual who is willing to gain an understanding of the relevant charity and company regulations and apply their skills as a Company Secretary.

As well as these specialist skills, we are seeking independent thinkers and team players who support our mission, are aligned to our values, and able to act as an ambassador for the organisation.

The Board of Trustees is composed of people with wide-ranging levels of experience, thinking and backgrounds to ensure that we have the skills, expertise and diversity of thought and perspective to draw upon in our governance and decision-making roles.

You will need to have the time to contribute to the charity, by attending Board meetings (6 per year for 2 – 3 hours), and support Committee Chairs and Board officers, work and support our small but mighty management team, The term is for three years and is renewable for one additional period of three years.

Responsibilities

As Company Secretary your responsibilities are to:

- Work with the Chair to ensure the Board of Trustees complies with the relevant charity and company regulations
- Liaise with the Chair to plan, arrange and produce meeting agenda
- Take concise and relevant minutes of meetings and subgroup meetings (as appropriate) sending them to the board in a timely manner
- Deal with official board correspondence
- Ensure that Company Law, Charity Law and regulatory requirements of reporting and public accountability are complied with

- Attend and contribute to Board meetings
- Review and comment on Board papers
- Remain informed about Sophie Hayes Foundation's activities and wider issues which affect its work

Safeguarding responsibilities include:

- A Safeguarding Policy and Procedure is in place. It is reviewed as least annually and is available to and understood/applied by staff.
- Ensure a culture of safeguarding is promoted, whereby staff and service users can raise concerns and feel supported
- There is a staff Code of Conduct and policies such as Whistleblowing and Safer Recruitment
- Safeguarding concerns are managed effectively; there are systems in place for its management; safeguarding resources including training; a DSL is appointed whose role is stated in their job description.
- They receive regular feedback on safeguarding activity (such as gaps, threats, risks), oversee a risk register and the remedial actions required and the track progress
- Chair of Trustees undertakes enquiries in the event of an allegation being made against the CEO
- Compliance with the Charity Commission serious incident notification requirements, and other bodies such as regulators, commissioners, grant-makers, insurance companies

Personal Qualities

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Organised and methodical
- An ability to think creatively with good, independent judgment
- An ability to work effectively as a member of a team yet be willing to speak your mind
- A commitment to abide by the code of conduct

- A sense of humour helps!

Trustees: It is possible for the Company Secretary to be appointed without taking on the full responsibilities of a Trustee (open for discussion with the applicant). If, however, the CoSec is also a Trustee, it should be noted that the role and responsibilities of Trustees are governed by charity law, as follows:

- Ensure that the Foundation complies with its governing document, charity law, and other relevant legislation or regulations
- Ensure that the Foundation pursues its objectives as defined in its governing documents
- Ensure that the Foundation applies its resources exclusively in pursuance of its objectives
- Contribute to the Board on strategic direction, help to set overall policy, define goals, set targets, and evaluate performance against agreed targets
- Safeguard and promote the reputation and values of the organisation
- Ensure the financial stability of the organisation

Time Commitment

Term

- 3 Years

Board Meetings

- 6 Board of Trustee meetings per year (usually held on weekday evenings, after close of business), plus preparation and reading of documentation.

Committees

- Attendance at key committee meetings (2-6 per year)

Other

- Attendance at major Sophie Hayes Foundation events (1-2 pa) plus possible ad hoc stakeholder meetings.

The Recruitment Process

How To Apply

Please send your application and resumé to:
boardrecruitment@sophiehayesfoundation.org and mark **Application for Company Secretary** or apply via our LinkedIn page.

If you would like more information or to discuss the positions, please contact Trustee and member of the Governance and Nomination Committee, Mamoona Shah –
mamoona@sophiehayesfoundation.org.

Potential candidates will be contacted by email and meetings will be scheduled with shortlisted applicants.

Please note that due to the volume of applications we expect to receive, we are unable to respond to each applicant individually.

Thank you for your interest in Sophie Hayes Foundation.