



Evolve Trustee Role Description: Treasurer/Finance Specialist

November 2021

About Evolve

Evolve Counselling was originally founded in 1978 as Cambridgeshire Consultancy in Counselling (CCC) with a remit to provide counselling for adults who needed it but were unable to afford it, and to train counsellors to professional standards. In 2019 CCC converted to a Charitable Incorporated Organisation (CIO) and in 2021, rebranded to become Evolve Counselling.

Evolve's charitable objectives are "the relief of those suffering from poverty, sickness and distress by providing assistance for such persons in the form of counselling and advancing education by providing training courses to train people to offer such counselling."

Evolve

- provides affordable counselling to those in the local community who either cannot afford to pay market rates or wait for a GP appointment, ensuring a lack of funds is no barrier to getting help
- provides counselling and related mental health services to organisations/corporates
- collaborates with other charities to provide counselling services to their beneficiaries

Evolve supports people with a wide variety of problems; including anxiety, depression, sexual abuse, critical or chronic illness, disability, trauma, life change and many other challenges. The impact of counselling and talking therapies is now well-understood. Our monitoring of the impact of counselling for our clients shows a very positive experience and outcome for the vast majority. Evolve has a supportive and engaged membership of self-employed counselling specialists who must pass a rigorous recruitment and selection process. Members are the beating heart of the charity; they have the right to elect Trustees and are consulted on strategy, policies and procedures. There are currently over 40 active counsellors with membership growing by the day. They all volunteer to work at below the market rate as a personal contribution to the charity's objects.

A strategy to 2025 has been finalised and business planning is ongoing. Evolve's vision is a world where all those who could benefit from counselling services have the opportunity to access them, at a time when they need them, whatever their financial means. An increase in need for counselling comes at a time when our health and social care system is already struggling to meet the needs of those with both short and long-term mental health problems. There is a high demand on charities and community groups to fill service gaps. This is coupled with an increase in the number of organisations providing counselling services, both on a charitable and paid basis, reducing the availability of appropriately qualified counselling professionals. As the operating environment and the needs and expectations of members and clients change, Evolve is committed to play to its strengths and adapt its services to ensure it achieves its vision. It has to be responsive to client and stakeholder expectations in terms of quality, effectiveness and value for money.

For an informal chat prior to applying please email director@evolvecounselling.org.uk

To apply, please send a CV and covering letter to director@evolvecounselling.org.uk

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In addition to the general responsibilities of a trustee, the Hon Treasurer has the following additional responsibilities:

- Liaising with the Director on all financial matters and keeping the board informed about its financial duties and responsibilities
- Overseeing the presentation budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs and advising on the financial implications of the organisation's strategic plans and fundraising strategy
- Ensuring that the charity has appropriate reserves and investment policies and that appropriate accounting procedures and controls are in place
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

In addition to the person specification for a trustee, the Treasurer should have the following qualifications and qualities:

- A recognised financial qualification and/or senior level financial management experience
- The skills to analyse proposals and examine their financial consequences
- Some experience of charity finance and fundraising (desirable)
- Being prepared to make unpopular recommendations to the board and to be available to staff for advice and enquiries on an ad hoc basis

The general duties of a trustee are as follows

- Ensuring that the charity pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy and evaluating performance against agreed targets
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Safeguarding the good name and values of the charity and ensuring its financial stability
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place and reviewing them regularly
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

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The general person specification of a trustee is follows

- A commitment to the charity
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.