



LIBERTY

Treasurer Candidate Information Pack

2021

MESSAGE FROM OUR CHAIR

Thank you for taking the time to consider applying for the role of Treasurer of Liberty. Liberty's talent lies in its forensic ability to uncover inequality and state abuse, even when it's served up in the most superficially benign looking policies and Bills.

During my time as Chair, I've had the satisfaction of seeing Liberty innovate at first-hand to be able to reach the people who need us most.

Our Advice and Information hub has gone from strength to strength and is now an empowering tool for anyone who is unsure of their rights and needs information fast. It was a source of invaluable advice during the pandemic and the ever-changing policing regulations that were brought in during that quite frightening time.

We've also recently invested in another Liberty first – our own investigative journalism unit – Liberty Investigates. Within just a few months of launching, the team had secured front pages and lead stories on national news channels on hard edged topics, such as the disproportionate impact of coronavirus penalties on people of colour.

Our commitment to principle and innovative spirit is only possible because of the people at Liberty so if you share these values I very much hope you choose to apply.



Sonali Naik
Chair

ABOUT US

Liberty is ordinary people standing up to power. For more than 80 years we've championed anyone whose rights come under threat, from Gypsy and Traveller communities to Government whistle-blowers.

Liberty was founded in 1934 in response to brutal police attempts to stop peaceful protests during the Hunger Marches and the 'general and alarming tendency to encroach on the liberty of the citizen'.

Since then we've become the UK's largest civil liberties organisation, with more than 10,500 members and supporters.

We campaign for everyone in the UK to be treated fairly, with dignity and respect.

We're independent. Our principles are guided by evidence, expertise and the human impact. We're not swayed by political agenda, profit or popular opinion.

From fighting against compulsory ID cards to campaigning for trans equality – Liberty stands on the side of freedom and justice.

We're not afraid to speak uncomfortable truths and we challenge intolerance, discrimination and the abuse of power wherever we find it.

OUR PRIORITIES

- Challenging threats to justice including defending the Human Rights Act and the rule of law
- Shielding the public from mass surveillance and challenging intimate surveillance techniques
- Advocating for migrants' rights and revealing the cruelties of the hostile environment
- Scrutinising counter-terror legislation
- Opposing the over-policing of marginalised communities
- Resisting powers designed to limit our right to protest
- Ending the criminalisation of homelessness
- Exposing rights abuses in mental health institutions
- Promoting disability rights

OUR GOVERNANCE

Liberty is an independent membership organisation governed by an Executive Committee. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly. The Executive Committee sets Liberty's strategic direction, ensures responsible financial planning and manages organisational risk.

Under the Committee's guidance, Liberty's passionate team of lawyers, policy analysts, campaigners, investigators and communications experts work together to hold the powerful to account. We empower people to defend their rights and the rights of their family, friends and communities.

Our principles are guided by evidence and expertise – not party-political agenda, profit or popular opinion. We're not afraid to speak uncomfortable truths or confront intolerance and abuse of power wherever we find it.

Together, we use our voice in courtrooms, in the news, on the streets and in politics to demand and deliver lasting change.

We're committed to growing our impact, reaching more diverse audiences and cutting through toxic political debate to hold the powerful to account. In the last three years we've grown our income by over 40% to over £3m, expanded our staff team, launched a new visual identity and incubated an innovative new investigative unit to expose hidden injustices.

It's an exciting and vital time to work with Liberty. Among our many projects, this year we are campaigning to protect our human rights frameworks, promote a human rights approach to the pandemic, and listen to communities subject to disproportionate policing about what makes them feel safe.

Liberty is committed to building an anti-oppressive organisation and ensuring that all policies, procedures and decisions are anchored in these values.



OUR STRUCTURE

The National Council for Civil Liberties (NCCL), more commonly known as Liberty, is registered as a company limited by guarantee. It is a not for profit company that is linked to an unincorporated association with essentially the same objects which was established in 1934.

Our foundation as a membership organisation remains a key part of our identity. Liberty members support our campaigns through their membership subscription and their individual actions to promote and advocate for human rights and civil liberties.

The members debate policy at the annual general meeting, where they also elect the Liberty Council which meets to debate Liberty policy positions during the year. Council Page 3 of 5 elects from within its own number nine members of the Executive Committee which also forms Board of Directors of the company.

Every year Liberty appoints a Treasurer directly to the Board/Executive Committee, renewable for a total term of up to three years.

Liberty also works closely with the Civil Liberties Trust, a registered Charity. The Trust exists as a separate entity with its own board of Trustees. Liberty undertakes charitable work for which it receives grant funding from the Trust. The Liberty Chair, and Treasurer are also trustees of the Trust.



COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Liberty is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and other differences.

Liberty is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.
- If there is anything else you are concerned about or think we could provide, please let us know.

THE ROLE & RESPONSIBILITIES

We are looking for a Treasurer who can help Liberty grow sustainably and offer robust and responsible financial management. We need someone with an eye for detail and an understanding of governance responsibilities who is also interested in contributing to Liberty's strategic direction at a time when human rights are more important than ever.

GENERAL RESPONSIBILITIES

- Ensure Liberty complies with its memorandum and articles of association, company law and any other relevant legislation or regulations.
- Contribute actively to good governance - giving strategic direction to Liberty and ensuring it operates effectively against its strategic plans.
- Uphold, champion and model Liberty's values, including on anti-racism and trans inclusion.
- Contribute to driving forward Liberty's anti-oppression agenda.
- Act as an ambassador for Liberty.
- Ensure the effective and efficient administration of Liberty.
- Ensure the financial stability and sustainability of Liberty.
- Exercise skill, care, diligence and independent judgment in all aspects of the role.
- Manage organisational risk.
- Scrutinise and manage the performance of Liberty's Director.

SPECIFIC RESPONSIBILITIES

- Oversee the financial affairs of Liberty and ensure that they are legal, constitutional and within accepted accounting practice.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data for them.
- Oversee the production of necessary financial reports/returns, accounts and audits.



SPECIFIC RESPONSIBILITIES (CONT)

- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Convene and chair finance subcommittee meetings.
- Lead on appointing and liaising with auditors.

CIVIL LIBERTIES TRUST

The Liberty Treasurer will also take on Trusteeship of the Civil Liberties Trust. The Trust has its own Treasurer so your responsibilities on the Trust board are that of an ordinary trustee. These include:

- Ensure that the CLT complies with its memorandum and articles of association, charity and company law and any other relevant legislation or regulations.
- Ensure the financial stability and sustainability of the CLT.
- Ensure that the resources of the CLT are used exclusively and effectively to support its charitable purpose.
- Safeguard the good name and values of the CLT.
- Protect and manage the property of the CLT and ensure the proper investment of the charity's funds.



PERSON SPECIFICATION



- Qualified accountant or equivalent financial qualification or experience.
- Experience of governance in at least one of the private, public or not-for-profit sectors and ideally though not essentially across more than one of these sectors.
- Experience of strategic financial planning and budgeting.
- Commitment to human rights and Liberty's values, including anti-racism and trans inclusion.
- Ability to think strategically and challenge constructively.
- Understanding and acceptance of the legal duties and responsibilities you would take on as a member of
- the Liberty Executive Committee.
- Willingness to devote the time and effort required to effectively discharge the duties of this role.
- Eligible to be a Trustee under the Charities Act.

ADDITIONAL INFORMATION

TIME COMMITMENT

- Six Liberty Executive Committee meetings per year.
- Potential Sub-Committee meetings at various central London locations or virtually.
- Three Civil Liberties Trust meetings per year on weekday evenings.
- Attendance at the Liberty AGM, which takes place on a Saturday in May or June each year.

REMUNERATION

- The role is a voluntary position but Liberty will reimburse travel costs for meetings.

CONFLICT OF INTEREST

- All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.





HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Liberty. If you wish to apply for this position, please supply the following by **23.59 29/08/2021**

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the responsibilities and person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.
- If you would like to discuss this role informally before applying, please call 0207 267 8369 or email Liberty@inclusiveboards.co.uk to arrange a conversation.

**To submit a full application please apply on our website at www.inclusiveboards.co.uk/opportunities OR send your CV and cover letter to:
Liberty@inclusiveboards.co.uk**