



The Mint House

Oxford Centre For Restorative Practice

TREASURER

About us

The Mint House is an Oxford-based charity working to grow restorative justice and practice in our city, county and beyond. We believe that restorative approaches have an important part to play in building healthy, respectful relationships and repairing harm where there's been crime or conflict. Although a small enterprise, The Mint House has made a significant impact in the field of restorative approaches, helped by remote working and online events during the pandemic to reach an ever wider audience, sharing innovative and creative ways to bring hope and healing in our troubled world.

In 2021 we worked towards a wider and more effective use of restorative practice through:

Network events – We addressed themes such as, restorative approaches to the climate crisis, restorative prisons, and restorative justice and sexual violence.

Training – We are a 'Registered Training Provider' with the Restorative Justice Council. We have facilitated training for members of Oxfordshire County Council's children's workforce, and for staff within Higher Education settings.

Communications – We have been promoting restorative practice and research through our website, blogs, and social media channels.

What will you be doing?

You will take a lead on all aspects of Mint House financial management, ensuring we have effective financial controls and that we use our assets well in line with our charitable purposes. Particular tasks will include:

- Maintaining and reconciling our bank account and any petty cash floats.
- Running payroll, paying employees, making pension scheme contributions and settling amounts due to HMRC.
- Paying suppliers, reimbursing expenses, paying in any cheques or cash receipts.
- Maintaining accounting records and producing annual accounts to meet statutory and other requirements.
- Working with other Trustees and members of the Mint House team to produce budgets and advise on the financial aspects of medium term business plans.

Who are we looking for?

We are looking for a treasurer who will work with the rest of trustees to ensure the Mint House is well governed and acts in the best interests of the people it exists to serve. Although you may not know about restorative justice and restorative processes, we hope

that you will come with an open mind and over time develop an interest in these creative ways of working with relationships and conflict. We expect our treasurer to:

- Ensure sound financial management and that Mint House assets are being used effectively in the public interest and in line with the objects in the Mint House constitution.
- Ensure that all necessary financial policies and procedures are in place, that the Mint House is being well managed and that the Board is working effectively.
- Maintain and safeguard the Mint House's vision, mission and values
- Have good independent judgement and strategic vision.
- Work effectively as a member of a team.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship.

What difference will you make?

As a relatively young charity, with one part-time staff member, there are many areas in which you could make a positive impact. You will be able to:

- Help to secure the ongoing financial viability of the charity.
- Help to set the overall strategic direction of the Mint House and track progress towards this.
- Use your skills in ways that help facilitate and develop the use of restorative practice in a wide range of community settings.

Before you apply

- This role is voluntary and unpaid. However, expenses will be reimbursed.
- We expect the role to take approximately one day a month.
- There's no need for prior experience of being a trustee. Induction will be given and we'll make provision for any necessary training and support required to help you fulfil the role.
- Local (Oxfordshire) knowledge and networks will be advantageous
- Trustee board meetings currently take place 6 times a year at the Mint House, Bonn Square, Oxford, OX1 1LQ, usually at lunch time (12.30-14.00) in a hybrid format.
- We seek to appoint a trustee for three year term.
- We expect trustees to follow the Restorative Code (overleaf) that guides the Mint House way of working.

Application process

To apply, please send a letter to rp@minthouseoxford.co.uk

The deadline for applications is: **Monday September 12th 2022**

Your letter should explain why you are interested in being our treasurer and how your background and experience fit you for the role. We value personal and/or voluntary experience as well as professional experience.

If you would like more information, please ring Rosie Chadwick (Chair of Trustees) on 07568 135866 for an informal conversation.

Mint House Restorative Code*

1. We are committed to building a restorative environment.
2. We commit to being a restorative people-centred organisation and to striving to provide the highest standard of service.
3. We are committed to developing and maintaining trust in each other.
4. We are committed to engaging with each other with dignity and respect.
5. If we have a legitimate concern about the behaviour of another Mint House colleague, we commit to presenting the concern to them directly or to seeking supervision.
6. We agree to separate the **deed** from the **doer** by affirming the worth of the individual while acknowledging our concern about their behaviour.
7. We are committed to giving and receiving feedback openly and honestly to each other in a respectful way.
8. We respond to situations **with** each other rather than **to** or **for** each other.
9. We commit to consulting people about decisions that affect them where possible, to listen to their points of view and to explain decisions in an open and transparent way.
10. We respect the organisational structures that are in place to support us to work restoratively together.
11. We recognise that conflict can be difficult and we commit to dealing with it in a restorative way.
12. We are committed to reviewing our progress a minimum of twice yearly.

* Based on a Code developed by the Dublin-based charity One in Four, <http://www.oneinfour.ie/>