

BECOME A BWC TRUSTEE!

Join our Board of Trustees and play your part in supporting the vision and direction of a local charity with 50 years' experience supporting women in Sussex!

ROLE SPECIFICS

Specific expertise required: We are currently looking to fill skills gaps on our Board with trustees with HR, Financial or Legal expertise.

Terms of Office: Voluntary Position, with reasonable expenses reimbursed. Trustees are appointed initially for a one-year term, followed by 3-year terms, for a maximum of 9 years.

Recruitment Process: Application Forms are shortlisted on a rolling basis. Shortlisted candidate will be invited for informal conversations with the Director and Chair. If selected, an induction including a probationary period would follow.

Submit applications to: Executive Assistant, amyforbes@womenscentre.org.uk

BWC is committed to inclusion and diversity and welcomes applications from people with relevant life as well as professional experience, and those with disabilities who are currently under-represented in the organisation. People from Black and racially Ethnic communities are underrepresented at BWC, and we particularly welcome applications from this group.

Essential Criteria

- Self-identifying woman who lives and/or works in Sussex or Kent.
- A commitment to the values, aims and mission of BWC, including a strong personal commitment to quality, diversity, and inclusion.
- Eligible as per the Declaration of Eligibility (see Application Form)
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Willing to devote time and effort to the work of the Board and the capacity to (prepare for and) attend regular meetings and contribute to the work in between meetings, e.g. via email.

- Ability to think strategically, exercising good, independent judgement as well as working and communicating effectively with other Board members.

Specialist Requirements – please apply if you have expertise in any of the three following areas:

1) HR Expertise

- The BWC Board of Trustees is specifically looking to bring on a Trustee with demonstrable experience and expertise in Human Resources to support the board of trustees understanding and fulfilling its responsibilities in relation to HR
- To support BWC's HR activities, policies and strategies to ensure they meet our charitable objectives, are legal and in line with our values, including our commitment to trauma informed working.
- To provide appropriate support and advice to the Trustees, Director and Senior Management on arising HR matters.

2) Legal Expertise

- The BWC Board of Trustees is specifically looking to bring on a Trustee with demonstrable experience and expertise in Law, To advise on the legal function of the charity, on good practice, the law and legal implications of the charity's strategic plan in conjunction with the Director and Chair of Trustees
- To support ensuring that appropriate policies and procedures are in place, in line, and up to date with employment legislation and good practice
- To liaise, where applicable, with the Director or other appropriate member of staff responsible for the legal activities of the organisation

3) Financial Expertise

- The BWC Board of Trustees is specifically looking to bring on a Trustee with demonstrable experience and expertise in finance/accountancy, to keep the board informed about its financial duties and responsibilities and liaising with the Director to develop the financial understanding of the Board of Trustees.
- To monitor and advise on the financial viability of the charity, including on the financial implications of the charity's strategic plan, and the charity's financial risk-management process
- To ensure investments and assets are maximised.

Statutory Obligations of all Trustees are to:

Reg Charity: 1003790
Company limited by guarantee No: 2601210
(Registered in England and Wales)

Brighton Women's Centre
Empowering women since 1974

womenscentre.org.uk

1. Ensure that Brighton Women's Centre complies with its governing document, organisation law, and any other relevant legislation or regulations.
2. Ensure that Brighton Women's Centre pursues its objectives as defined in the governing document and is carrying out its purposes for the public benefit.
3. Ensure Brighton Women's Centre applies its resources exclusively in pursuance of its objectives.
4. Contribute actively to the board of trustees' role in giving firm strategic direction to Brighton Women's Centre, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
5. Safeguard the good name and values of Brighton Women's Centre and act in our charity's best interests
6. Represent Brighton Women's Centre at functions and meetings as appropriate
7. Declare any conflict of interest while carrying out the duties of a trustee
8. Be collectively responsible for the actions of Brighton Women's Centre and other trustees
9. Ensure the effective and efficient administration of the organization
10. Abide by BWC's equalities and diversity policy
11. Ensure the financial stability of Brighton Women's Centre
12. Protect and manage the property of Brighton Women's Centre and to ensure the proper investment of the Brighton Women's Centre's funds
13. Make sure Brighton Women's Centre is properly insured against all reasonable liabilities
14. Appoint and support the employees and monitor their performance
15. Use any specific knowledge or experience you may have to help the Board of Trustees reach sound decisions. Including scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the Brighton Women's Centre's work in which you have special expertise
16. Participate in and support the fundraising activities of Brighton Women's Centre
17. Attend meetings, and to read papers in advance of meetings

18. Attend sub-committee meetings as appropriate to participate in other tasks as arise from time to time

19. Keep informed about the activities of the organisation and wider issues which affect its work

Practical Considerations and Time Commitment:

- Attend quarterly Board Meetings in person in Brighton. These are usually Thursdays 5:30 – 7:30 pm. Preparation will be required.
- Attend at least one subcommittee online, usually on Thursday evenings. One of these runs every other month, the other runs quarterly. Preparation will be required.
- Attend the Annual General Meeting (AGM), usually in November.
- Make efforts to attend as able: one organisational Away Day a year and two Trustee Away Days a year.
- Be available over email for ad hoc consultation via email or phone.

About BWC:

BWC delivers women centred services for self-identifying women in Sussex. We recognise that the women we support have complex and interrelated needs, with high incidences of trauma and abuse. We recognise women are the experts of their experience and ensure our services are co-produced and are based on what women tell us they need. Our approach is relational, holistic, and practical and takes account of the complexity of women's circumstances, background, and experiences.

BWC have been delivering services to women for 50 years. We have extensive understanding of supporting women with multiple and complex needs to become empowered to turn their lives around: Leading the award winning Inspire project for women in the Criminal Justice System since 2009 and the Women's Accommodation Support Service since 2015.

BWC are part of a national network of women's centres and gender responsive providers committed to identifying best practice in ensuring women and girls with complex needs can access the right support in the right place at the right time.

BWC works in partnership with a variety of other organisations both statutory and voluntary.

Trauma Informed Commitment:



Brighton Women's Centre
22 Richmond Place
Brighton, BN2 9NA

BWC is committed to being a Trauma-Informed organisation. This means that we train all our staff, volunteers, and trustees in trauma-informed working. The central principles of approach are:

- Takes into account the impact of trauma on people's thinking, feelings, and behaviours (both service users and staff).
- Avoids triggering a 'trauma reaction' and avoids the re-traumatising of individuals.
- Involves all your team (employees, volunteers and trustees) in working in a trauma informed way.
- Considers the five core values (Safety, Trustworthiness, Choice, Collaboration and Empowerment) across the organisation.
- Adjusts the behaviour of staff and the organisation's policies and procedures, to support an individual, therefore allowing trauma-survivors to manage their trauma symptoms successfully so that they can access and benefit from services.

Want to find out more?

Get in touch! Email Amy at amyforbes@womenscentre.org.uk
Visit our website: [Home | Brighton Women's Centre \(womenscentre.org.uk\)](https://www.womenscentre.org.uk)
We're on Instagram at [@brightonwomenscentre](https://www.instagram.com/brightonwomenscentre), X [@BTNWomensCentre](https://twitter.com/BTNWomensCentre) and
facebook [@brightonwomenscentre](https://www.facebook.com/brightonwomenscentre)

The Essential Trustee: The 6 Main Duties

