

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

Trustees play a vital role in setting BWC's strategic direction, safeguarding our values, and championing trauma-informed, women-centred services. While our current Board reflects diversity in disability and LGBTQ+ identities, we are keen to broaden representation further, and particularly welcome applications from women from racially minoritised backgrounds and the global majority, and women with diverse lived experiences, to ensure our governance better reflects our community.

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 Office and Strategy Manager, amyforbes@womenscentre.org.uk

Essential Criteria

- 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.

Statutory Obligations of all Trustees are to:

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 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.



Brighton Women's Centre
Globe House, 3 Morley Street
Brighton, BN2 9RA

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

Trauma Informed Commitment:

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

