



## Introduction

Ella's is a London-based organisation working with women who have survived trafficking and sexual exploitation. Our mission is to do everything we can to ensure survivors have all they need to recover and build lives that are safe and free.

Here is a summary of our main activities:

- We currently run five safe houses. This supported accommodation is crucial for survivors of trafficking and exploitation, until they are ready and able to live independently.
- We provide regular support for women and families in neighbourhoods across London, and many further afield when they need us.
- We speak out on issues affecting the women we work with. We care deeply about survivors of trafficking and exploitation and want to see a world where these crimes are not tolerated.

Ella's' Board of Trustees is looking for an individual to act as our Chair of Trustee to help ensure our work is as excellent as it can be, and to help Ella's grow. Aspiring trustees should:

- understand the work of Ella's
- be compassionate
- support Ella's' development to reach more women
- be able to help Ella's deliver the best outcomes for survivors.

We would particularly love to hear from people who have benefitted from a service like Ella's, so we can learn from your lived experience.

We will provide any required access and support to ensure equality of opportunity to anyone wishing to be a trustee. In line with our values and equal opportunities policy, we therefore welcome applications from all individuals interested in this position regardless of background, race, religion or anything else. To find out more about the current staff and trustees at Ella's, please visit our [website](#):



## **The role of Chair of Trustees**

The Chair of Trustees is a vital leadership role, ensuring the board operates effectively and collaboratively while providing strategic oversight to achieve Ella's mission and goals. The Chair works closely with trustees, directors, and staff to create a culture of excellence, accountability, and service-user focus.

## **Key Responsibilities of the Chair**

- Ensure trustees meet all legal obligations and responsibilities in accordance with charity law and governance best practices.
- Promote Ella's strategic goals and work with directors to develop trustee meeting agendas that support these objectives.
- Maintain a well-planned calendar of board meetings to provide appropriate oversight of Ella's operations.
- Review and sign legal documents on behalf of trustees promptly and accurately.
- Ensure timely review and approval of policies and procedures in line with Ella's protocols.
- Facilitate trustee involvement in critical procedures, such as grievance, disciplinary, and safeguarding cases.
- Collaborate with directors to conduct regular governance reviews, ensuring the board's size, composition, and skills are fit for purpose.
- Stay informed about Ella's key risks and ensure these are reviewed and addressed regularly.
- Be accessible to Ella's directors to provide guidance and support when needed.
- Work with directors to ensure they receive regular professional development opportunities to enhance their skills and effectiveness.
- Oversee and participate in the annual appraisal process for directors, offering constructive feedback and development plans.
- Chair board meetings effectively, ensuring agendas, reports, and minutes are prepared, circulated, and followed up on efficiently.
- Foster active participation from trustees in discussions and decision-making processes, promoting accountability and shared responsibility.
- Foster a culture that places survivors at the heart of all decisions and operations.
- Ensure all members of Ella's team – trustees, staff, and volunteers – feel valued and supported in their roles.
- Promote an inclusive and collaborative atmosphere across the organisation.
- Model and uphold diligence and high standards across all areas of Ella's operations, ensuring alignment with its values and goals.

- Support directors in balancing risk management with ambitious, strategic development, encouraging innovation while safeguarding the organisation

## **Responsibilities of all trustees**

- To set and maintain vision, mission and values.
- To ensure that Ella's complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Ella's pursues its objects as defined in its governing document.
- To maintain proper financial control and ensure that Ella's applies its resources exclusively in pursuance of its objectives.
- To support Ella's' directors in developing strategy and provide strategic leadership, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To monitor the implementation of internal policies and procedures. These must include equity and diversity as well as safeguarding, health and safety, grievance and disciplinary.
- To ensure that risk assessments for all aspects of the business are carried out.
- To safeguard the good name and values of Ella's.
- To maintain effective board performance and ensure the productive and efficient administration of the charity including funding and insurance.
- To promote Ella's and act in the best interests of the charity, never in the interests of yourself or another organisation.

Trustees must be over 18 and must not have been disqualified under the Charities Act 2011 from acting as a trustee of a charity.

## **Essential experience and skills for the Chair of Trustees**

### **Skills, experience and personal qualities**

- Strongly sympathetic with Ella's' values, mission, vision and purpose, and the challenges facing the women we work with..
- Supportive of Ella's' team and willing to promote a strong culture of trust and collaboration at all levels of the organisation.
- Able to maintain good, independent judgement and willing to make unpopular recommendations to the rest of the Board.
- Strategically aware and with a good sense of organisational complexity and the challenges of change.
- Strong leadership and planning skills.
- Understand modern technology and be confident in its use.

- Motivated to work collaboratively with other trustees.
- Accepting of the legal duties, responsibilities and liabilities of trusteeship. Some understanding of the role of trustee is desirable, but not essential.
- Willing to devote the necessary time and effort and be available to the Ella's team for advice and enquiries on an ad hoc basis.
- Able to chair meetings in an effective manner.

Previous board experience is **not** required. We will provide support and training to help you transfer your knowledge, skills and experience to the role.

### **Key priorities for new trustees: what will be expected of you**

Trustees must commit to investing the time to learn about Ella's and its mission. A mandatory induction programme will be provided to all new trustees; this should be completed within the first three months of appointment. The induction programme will cover a number of relevant topics including safeguarding.

Whilst we respect the time constraints and choices that you might face as you balance your other priorities, all trustees must be able to attend main board meetings. These are usually held in the evening or early morning. You must also be willing to engage with some or all of the following:

- be available electronically to provide advice and support to other trustees and staff as required
- agree on an area of thematic engagement, playing to a personal area of interest or expertise, and being able to speak at board meetings on such if asked.

An estimate of the time commitment required by this role is two days per month, including reading and preparing for meetings. The Board meets formally up to eight times a year, plus one and a half days to focus on strategy. The Board usually meets for one and a half hours and meetings may be held in person or remotely. Trustees are also expected to attend occasional public or private events, for example supporter or fundraising events, strategic planning and away days.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

### **Support from existing trustees**

The Board will make every effort to ensure that you are supported to fulfill the role to the best of your abilities, and that this role provides opportunity for learning and development. In addition to the induction, we will provide the following:

- access to online resources suitable for individuals who are becoming trustees
- opportunities to meet with the existing trustees to discuss the role, learn about their areas of expertise and identify where you can add value
- we will give you the opportunity to spend time with Ella's' staff to learn about all aspects of our work
- depending on your experience, we will consider helping you to find a mentor from another charity or foundation who can provide independent advice and guidance.

## **Further information**

The Board of Trustees is responsible for:

- the overall governance and strategic direction of Ella's
- the charity's financial health
- the integrity of its activities, ensuring objectives are pursued in accordance with the Articles of Association, and in compliance with legal and regulatory obligations.

## **Safeguarding**

All trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of vulnerable adults, children and young people. This will include completing a DBS check.

## **Reporting line**

- Each trustee meets formally once a year with the Chair, to review the past year, how the Board and organisation has done, review their own contributions and exchange feedback.
- Feedback on the performance of the Chair is also requested from each trustee, once a year, via the Deputy Chair.

## **Role location**

- Quarterly Board meetings are held in person, where possible, in Central London.
- Any additional board meetings will generally be held virtually.
- For the annual retreat/strategy day, we may use various venues around London.

## **Duration of board appointments**

The term of appointment is three years and you may be re-appointed for a second term subject to the continuing relevance of your skills and contribution. After two

terms there will be a mandatory rest period of at least one year before you can stand for re-appointment.

## **Diversity and inclusion statement**

Ella's is committed to ensuring all members of the team and wider Ella's community are treated equally, feel included in all aspects of Ella's' work and are not discriminated against in any way.

Ella's recognises the importance of a diverse, equal and inclusive workplace and service as being fundamental to our organisational aims. Ella's believes that creating a diverse team will be a strength for the organisation and that, by committing to inclusion, Ella's will be able to maximise the benefits of a diverse team.

Ella's understands that creating a truly inclusive workplace is an ongoing process and approaches this with an attitude of learning and a commitment to continuous improvement.

Ella's will fulfil all legal requirements with respect to discrimination based on age, disability, gender, race, religion and belief, sexual orientation and gender identity and reassignment and any other protected characteristics. Further to this, Ella's will actively work to build an inclusive workplace for all employees and volunteers and an inclusive community for the women we work with..

Ella's will not tolerate discrimination from staff members or volunteers, towards other employees, volunteers, survivors or anyone they interact with whilst carrying out their duties. Ella's will take any allegation of mistreatment with the utmost seriousness. The disciplinary process will be initiated if any form of discrimination is suspected.

Any employee that is suspected of discrimination that constitutes bullying, harassment or abuse of any kind, whether during work or at any other time, may also undergo disciplinary action.

If you would like to view our Diversity and Inclusion Policy in full, please email [minke@ellas.org.uk](mailto:minke@ellas.org.uk)

## How to apply

To express an interest in the role and to be considered for appointment, please submit the following:

- An up-to-date CV detailing relevant experience.
- A motivation statement (500 words) explaining
  - why you are applying for this role
  - what you will contribute
  - your personal approach, skills and experience
  - why your expertise is valuable to the Board
  - how you meet the criteria identified in the person specification.
- Completed [equal opportunities monitoring form](#). The information on this form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact the team via [recruitment@ellas.org.uk](mailto:recruitment@ellas.org.uk). Please note that we will review applications as we receive them and may invite for interview before the closing date,

Please also note that appointment to this role will be subject to a disclosure check.

(Photo: Tom Price/Ella's)