



Role Description

Role Title:	Chairwoman – LAWRS
Reports to:	Board of Trustees
Time commitment:	<p>The commitment is up to 5 hours per week (but expect to support the Board and LAWRS staff during usual hours if there's an urgent request). The main responsibilities of the Chairwoman are the following:</p> <ul style="list-style-type: none">• Chair monthly board meetings and the annual general meeting (which happens at the end of November).• Have 1:1 meetings with the Director every six weeks.• Authorise actions between board meetings as agreed by the board.• Maintain regular contact with the Director, making time available, within reason, to support her where requested and necessary.• Attend meetings with funding bodies as required.• Occasionally represent LAWRS at events and meetings with key stakeholders where necessary.• Alongside other trustees and Senior Management Team, help plan and take part in away days and participate in staff recruitment processes.
Remuneration:	This role is not accompanied by any financial remuneration, although expenses for travel and childcare may be claimed according to LAWRS' Policy.
Location:	The Board of Trustees meets in LAWRS' head office in central London (EC1Y 8RT) or remotely (according to calendar agreed in advance with the Board of Trustees and LAWRS' Director)
Accountable to:	Board of Trustees and LAWRS members.

If you have any questions about the position, please send an email to Vanessa Gabriel Robinson, current chairwoman: vanasena@gmail.com



ABOUT LAWRS AND THE WORK WE DO

The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work supports the immediate and strategic needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation and trafficking; enduring difficult living and working conditions in low paid jobs, and facing barriers to social protection.

The women using our services benefit from practical and emotional support, learn new skills and improve their own opportunities. We strive to provide essential tools for women to empower themselves in their pursuit of personal and social change.

We are seeking a Latin-American woman to be our new chairwoman who will continue with the solid work delivered by the current Board of Trustees, including support to LAWRS' Senior Leadership Team. Additionally, the Chairwoman will give leadership and direction to the Board of Trustees in achieving LAWRS's mission and vision, supporting the trustees in carrying out their duties and responsibilities with care, diligence and skill for the effective governance of LAWRS.

We are inviting applications **only** from Latin-American women based in the UK from any background and professional experience. We will offer training and one-to-one support to the successful candidate to ensure her ability to deliver the requirements of the role.

The most important for us is your passion and commitment to an organisation that has been fighting for the rights of Latin American women in the UK for more than four decades, delivering key campaigns against the invisibility and lack of recognition that our community still face in many areas, especially public policies that are essential for Latin-Americans to thrive and have sense of belonging.

What's in it for you?

As the chairwoman of LAWRS, you'll find a range of personal and professional benefits that arise from this leadership role. Here's a glimpse of what's in it for you:

1. **Empowerment:** Acting as Chairwoman of an NGO allows you to empower other women to achieve their full potential. By providing support, resources, and opportunities, you play a pivotal role in uplifting women and helping them thrive in various aspects of their lives.
2. **Impact:** Your position as chairwoman enables you to make a tangible difference in our Latin American Community. Whether it's advocating for gender equality, supporting managerial decisions, or giving expert tips for implementing programs/funding strategies, your actions directly contribute to positive societal change.
3. **Networking:** Being at the helm of LAWRS opens doors to extensive networking opportunities. You'll connect with like-minded individuals, organisations, and stakeholders who share your passion for gender equality and social justice. These connections can lead to collaborations, partnerships, and mentorship opportunities that enrich both your personal



and professional life.

4. **Personal Growth:** chairing an organisation like LAWRS will allow you to continuously learn, adapt, and grow as a leader. You'll develop invaluable skills in communication, negotiation, problem-solving, and decision-making, honing your leadership abilities in the process.

5. **Recognition:** Serving as the chairwoman garners recognition and respect within your community and beyond. Your dedication to advancing women's rights and empowerment is acknowledged and appreciated, positioning you as a leader and advocate for change.

6. **Fulfillment:** Perhaps most importantly, leading a women-led NGO brings a profound sense of fulfillment and purpose. Knowing that your efforts positively impact the lives of women and girls, empowering them to overcome obstacles and achieve their goals, is incredibly rewarding. Your work contributes to creating a more equitable and inclusive society for future generations.

MAIN RESPONSIBILITIES

1. Strategic leadership

- Provide leadership to LAWRS and its Board, ensuring that LAWRS has maximum impact for its users and other stakeholders;
- Ensure that Trustees fulfill their duties and responsibilities for the effective governance of LAWRS;
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for LAWRS;
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks;
- Ensure that the Board fulfills its duties to ensure sound financial health of LAWRS and administration of its resources, with systems in place to ensure financial accountability.

2. Governance

- Ensure that the governance arrangements are working in the most effective way for LAWRS;
- Help develop the knowledge and capability of the Board of Trustees, for example by supporting trustees to take advantage of training opportunities and are able to participate in meetings, including the Annual General Meeting, and away days;
- Encourage positive change where appropriate;
- Address and resolve any conflicts within the Board;
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead LAWRS effectively, and which also reflects the wider population;
- Work within any agreed policies adopted by LAWRS and ensure that the governance of LAWRS is in compliance with the applicable law and corporate governance best practice guidance as it relates to the charitable/non-profit sector.



3. External Relations

- Act as an ambassador for the cause and for LAWRS
- Maintain good relationships with key stakeholders (such as funders or partners);
- Act as a spokesperson for the organisation when appropriate;
- Represent the charity at external functions, meetings and events, when appropriate;
- Take steps to address any urgent potential conflict that may create a risk for LAWRS that comes to the attention of the Chair, the Director, or any Trustee in between Board meetings.

4. Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently ensuring levels of trustee participation and time to cover the different agenda items;
- Encourage and support Trustees to engage fully, ensuring that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership;
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees;
- Work closely with the Director to give direction to Board policy-making and ensure that meetings are well planned, productive, that trustees receive adequate information to perform their oversight functions effectively, and that decisions are taken in a timely manner to support the delivery of LAWRS' work;
- Monitor that decisions taken at meetings are implemented.

5. Support and supervision of the Director

- Provide line management supervision and support to the Director, ensuring that her role and functions are effectively delivered, that she is supported and that she is accountable for achieving the agreed strategic objectives;
- Establish a strong, effective and a constructive working relationship with the Director, whilst respecting the boundaries which exist between the two roles;
- Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges;
- Support to the Director in the new business plan of the organisation, creating new ways to raise funds for the organisation, enduring a healthy budget with a long-term vision;
- Liaise with the Director to maintain an overview of the LAWRS's affairs, providing support as necessary;
- Conduct an annual appraisal and remuneration review for the Director in consultation with other Trustees;
- Ensure that the Director has opportunity and support for continuous professional and personal development, promoting a healthy work/life balance.

Note: all chairwoman activities are developed in partnership and in accordance with the LAWRS leadership team.



Person Specification

We expect all candidates to come from a Latin American background. In addition to the qualities required of a Trustee of LAWRS, the Chair must also meet the following requirements:

Personal Qualities

- Strong and visible passion and commitment to the charity, its strategic objectives and cause;
- Strong commitment to women's rights and migrant's rights;
- Personal gravitas to lead a significant national organisation;
- Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role;
- Demonstrate tact, diplomacy and good negotiation skills, with the ability to listen and engage effectively;
- Strong networking capabilities for the benefit of the charity;
- Ability to foster and promote a collaborative team environment;
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

Experience

- Experience of charity governance and working with or as part of a Board of Trustees;
- Experience of external representation, delivering presentations and managing stakeholders;
- Significant experience of chairing meetings and events
- Experience of line management responsibilities and knowledge of employment good practice.

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it;
- Strong leadership skills, ability to motivate and bring people together;
- Financial management knowledge and a broad understanding of charity finance issues;
- Good understanding of charity governance issues;
- Understanding of issues affecting migrant Latin American women in the UK and of social, structural and systemic issues impacting on them;
- Fluent in Spanish and/or Portuguese.

Desirable

- Experience of operating at a senior strategic leadership level within an organisation;



- Successful track record of achievement through their career;
- Ability to speak a third language be it Spanish or Portuguese.

Additional information

- **Terms:** Trustees are elected by the membership at the Annual General Meeting (AGM).
- Trustees can co-opt additional trustees, all of whom will serve until the following AGM, where they could, if they wish, stand for election again.
- The Vice-Chair acts for the Chair when the Chair is not available.
- The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Last updated: April 2024