

**SMART
WORKS**
SCOTLAND

SMART WORKS SCOTLAND CHAIR OF THE BOARD OF TRUSTEES





ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

After visiting Smart Works, 63% of clients secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past ten years, Smart Works has helped over 30,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In April 2022, Smart Works launched a new Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women a year. To achieve this, we will grow our existing centres and open new centres in areas of need.

More information about who we are can be found on our Smart Works [website](#).

ABOUT SMART WORKS SCOTLAND

Since opening its doors in 2014, Smart Works Scotland has supported over 2,500 unemployed women who need help getting into work.

Smart Works Scotland has established itself as a leading women's charity within Scotland and operates from two centres, in Glasgow and Edinburgh. It is a fast paced, collaborative environment with a dynamic team and ambitious local plans. All who work here describe it as being hugely fun and rewarding, with opportunities to make a life-changing difference to the women we support.

Meaningful partnerships have been developed and nurtured with fellow charities and organisations which refer women to Smart Works, as well as with a variety of businesses that support the charity.

Over the past 10 years, a dynamic calendar filled with a variety of engaging fundraising activities has been developed to support the work of the charity, with income generated through grants from trusts and foundations, community events and partnership working.

Our growth has been driven by an experienced Board of Trustees, dedicated staff team of 8 and our community of 100 volunteers. The Smart Works community is well established in both Glasgow and Edinburgh and the team are excited at the amazing possibilities that exist to continue to reach more and more women across Scotland in need of our service.

Our current Chair who set up the charity all those years ago, has decided that now is the right time to recruit a new Chair who can build on her amazing legacy and steer the charity through its next phase of growth. The need for our service has never been greater and with the momentum that has been built over the years, the Charity is well poised to go from strength to strength.

- **Smart Works Scotland is best described through the voices of its clients, watch their client video [here](#).**
- **We were delighted to have been featured on the STV 6 o'clock news on 2nd June, watch the feature [here](#).**
- **Read our client Tina's, Smart Works story [here](#).**



ABOUT THE ROLE

The operation and success of Smart Works Scotland is overseen by a passionate and dedicated Board of Trustees, which is led by the Chair of the Board.

Working closely with their Board, the Chair is responsible for the direction, financial stability and governance of Smart Works Scotland. A key accountability will be to oversee the successful delivery of the fundraising strategy and ensure the UK-wide Smart Works strategy is effectively brought to life in the Scotland.

A key part in achieving this will be leveraging networks to raise the profile of the charity and motivating others to join the Smart Works community as volunteers, ambassadors and donors.

The successful candidate will provide mentorship to the eight members of staff and cultivate a supportive environment where the team can thrive and deliver outstanding results. The role holder will also participate in national Smart Works forums alongside other Smart Works Chairs.

The role is perfect for an experienced and purposeful leader who is passionate about supporting women to transform their lives, and wants to use their skills, professional network and experience for good.

It is a voluntary position, with reasonable travel costs and expenses being covered.

If you share our values, are deeply committed to our mission and have the leadership experience to help us deliver our ambitions, we'd love to hear from you.



PERSONAL SPECIFICATION

The Chair position is a central leadership role within the charity, with the successful candidate drawing on their skills and experience to ensure Smart Works succeeds. We are eager to hear from anyone who is passionate about our service, has time to give and feels able to lead Smart Works Scotland through the next chapter of growth.

We have included a list below to guide potential applicants, with the successful candidate likely being able to demonstrate the following:

- Experienced people leader, with a strong record of motivating a team, delivering results and building good working relationships.
- A proven track record of sound judgement and effective decision making, with experience on a Board preferable but not essential.
- Sound understanding of governance and compliance requirements in the third sector
- Passion for the Smart Works mission and improving opportunities for unemployed women in Scotland.
- Willingness to engage existing professional network(s) across Scotland to further the work of the charity.
- Enthusiastic about fundraising and committed to ensuring Smart Works Scotland has the funds it needs to succeed.
- Invested in the wider success of Smart Works across the UK, actively contributing to group-wide discussions and decision making.
- Embody the values of Smart Works, with a commitment to fairness and to promoting equality and diversity, in line with our Equity, Diversity and Inclusion Strategy.
- Time to give to this voluntary, unpaid role, with capacity to champion our work and lead the charity through a period of growth.

The current Chair gives an average of a day a week to Smart Works. It is expected the new Chair would commit at least a day a week, with more time being given at busier times of the year. This time can be fitted around other commitments.

“Over the last 10 years, Smart Works has grown from an idea and a passion to support unemployed women into work, into a dynamic and successful charity, transforming the lives of women and communities across the UK. The need for our services and support has never been greater and the new Chair will have a key role to play in ensuring that Smart Works Scotland continues to deliver our ambitious targets for growth, whilst ensuring that we meet and exceed the expectations of our clients. Smart Works Scotland is a unique organisation, driven by our passion and commitment to support more women into work through coaching, career advice and confidence building. The role of Chair is hugely rewarding, challenging and enjoyable in equal measure”.

Maggie Darling, Chair of Smart Works Scotland





LEARN MORE & APPLICATION PROCESS

We strongly encourage candidates to organise an informal conversation with Laura Dalby, Head of Community Engagement at Smart Works Charity before submitting an application. This will allow potential candidates to understand more about the Charity and the role. Please email laura.dalby@smartworks.org.uk to arrange this.

To apply, please submit a [CV and a short cover letter](#) outlining why you want to become the Chair of Smart Works Scotland, via our recruitment portal [here](#). Your application should be addressed to the Smart Works Scotland Board of Trustees.

The Board will schedule interviews with suitable candidates as they come in.