

*Fashion*  
**AS A FORCE**  
*for good*

**SMART  
WORKS**

# **SMART WORKS GREATER MANCHESTER CORPORATE RELATIONSHIPS TRUSTEE**

A voluntary role where the successful individual will use their skills and experience to help unemployed women get back to work.



# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 69% of clients secure a job within a month.

The Smart Works service is delivered in 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our [website](#).

Smart Works Greater Manchester, operating as a licensee of Smart Works Charity, is led by a Board of passionate and dedicated trustees, who are responsible for the governance and strategic direction of the Smart Works service across Greater Manchester.

# ABOUT THE OPPORTUNITY

A fantastic opportunity has arisen to join the Smart Works Greater Manchester Board of Trustees.

The Corporate Relationships Trustee will support in developing the corporate supporter base across the city region, with the aim of increasing the funding received from organisations. This will involve supporting the Fundraising and Partnerships Manager to shape the our corporate partner “offer”, engaging with corporate supporters, and building the narrative of our social value proposition.

Securing corporate funding / financial donations as an income stream will enable the Charity to continue delivering the Smart Works service across Greater Manchester, helping women to secure employment and gain financial independence. The corporate partner offering will include securing formal, multi-year Charity Partner status for Smart Works Greater Manchester across the city region and increasing corporate participation in fundraising challenges, such as the annual Cycle for Smart Works challenge and payroll giving.

The time commitment for this voluntary, unpaid role is an average of 0.5 day per month, with more time given at busy periods of the year. There will be a requirement to sit on the Fund-Raising Sub-Committee, with meetings taking place every three months, and to attend Board meetings taking place every quarter.

If you feel you have valuable experience and skills to contribute to the Smart Works mission and would like to use your professional experience for good, the team would love to hear from you.

## GENERAL DUTIES OF A SMART WORKS TRUSTEE

- Work with the Chair of the Board of Trustees to ensure the centre is well-run and governed effectively.
- Provide support to determine the strategic direction of the Centre.
- Advocate for the Centre, raising its profile and the awareness of the Smart Works service in the geographic area.
- Build strong working relationships with the Chair, fellow trustees, staff, volunteers and supporters.
- Work in a small team and tailor strong interpersonal and communication skills to all levels of seniority.

# PERSONAL SPECIFICATION

It is our vision that the successful applicant will have a strong network of corporate contacts across Manchester city and the wider city region and be able to leverage their skills to create, develop, and secure corporate partnerships and deliver the desired financial outcomes.

The Corporate Relationship Trustee will be expected to support the Fundraising and Partnerships Manager, and, where necessary, to liaise with the Smart Works Charity Corporate Partnerships team in London to ensure joined-up activities where contacts are national organisations.

As this is a voluntary, unpaid opportunity, it requires a self-starting and proactive approach with the capacity and time to challenge, engage and contribute to the work of the Board in a positive manner.

It is essential that all applicants believe in the mission of Smart Works and align with our core values, share a commitment to fairness and promoting equity, diversity, and inclusion, acting at all times with honesty and integrity.

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

**“Being a Smart Work's trustee has been the standout move in my career. It allows me to use all of the commercial passion that I have for business and apply it in such a purposeful way to help other women to achieve their hopes and dreams - it's incredibly rewarding. As well as being able to give back it gave me a platform to learn and grow and work alongside other talented and inspirational women. This is the opportunity of a lifetime - being a Smart Works trustee is something you will never regret.”**

Sarah Bateman, Smart Works Greater Manchester Trustee





# LEARN MORE & APPLICATION PROCESS

If you are interested in learning more about the role before applying, please email [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) to be connected with a member of the Smart Works Greater Manchester Board of Trustees.

To apply, please submit a [CV \(no more than two pages\)](#) and [cover letter](#) via our recruitment portal [here](#).

The closing date for applications is Sunday 19th May at midnight.

**Shortlisted applicants will be invited to an interview week commencing 20th May. From this, selected candidates will meet with the Smart Works Charity CEO for appointment.**