

Fashion
AS A FORCE
for good

**SMART
WORKS**

SMART WORKS GREATER MANCHESTER YOUNG WOMEN'S 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 Young Women's Trustee will lead the development of understanding the needs of Smart Works Greater Manchester's younger clients aged 16 to 25 years (these being unemployed, NEET or in danger of becoming NEET, and those leave the care system) and become a recognised and valued advocate for this community across Greater Manchester.

The successful candidate will develop new and existing connections with referral partners who support young unemployed women, input to the marketing plan and social media content to better reach and communicate with this audience, and build relationships with corporate partners and grant funders who support this community.

The candidate will also have the opportunity to connect with policy makers focussed on improving the employment outcomes for young women across Greater Manchester.

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

The Young Women's Trustee will use their skills and experience to amplify the voices of Smart Works Greater Manchester's younger clients and successfully network with key employment and skills programme providers, third sector, and 16+ educational organisations that exist across Greater Manchester.

Lived experience of unemployment and / or experience supporting social value or youth unemployment projects is preferred, but not essential.

The successful applicant will demonstrate enthusiasm for developing at board level and will become a real advocate for young women living in socially disadvantaged and minority communities across Greater Manchester.

The Young Women's Trustee will be required to sit on relevant task force groups as and when experience is relevant and attend (and prepare for) Board meetings taking place quarterly. For those new to Board positions, a mentor from the wider trustees team will be provided.

It is essential that all applicants believe in the mission of Smart Works and align with the Charity's 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 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 answers to the following questions via our recruitment portal [here](#).

- Why do you want to be a trustee of Smart Works Greater Manchester? (Max 300 words)
- What experience do you have that you feel is relevant to the opportunity? This may be work, board, voluntary or lived experience (Max 400 words)
- Why do you want to be the Young Women's Trustee? (Max 300 words)

The closing date for applications is Monday 13th May.

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.