

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

**SMART  
WORKS**

## **SMART WORKS LEEDS**

### **AMBASSADOR AND VOLUNTEER LEAD TRUSTEE**

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



# 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, 69% of clients secure a job within a month, gaining financial independence and transforming their lives.

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

Smart Works Leeds, 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 Yorkshire. More information about who we are can be found on our Smart Works website.

**“Being part of the Smart Works Leeds trustee team is so rewarding. Not only do I get to work with our amazing group of trustees, team members and volunteers. It’s so uplifting to see our Clients leaving the centre feeling so positive and excited about their new confidence and appearance.”**

Emma Illingworth, HR Trustee at Smart Works Leeds





## ABOUT THE OPPORTUNITY

The Smart Works Leeds Board of Trustees consists of: Chair, Treasurer, People, Wardrobe & Property, Corporate Fundraising & Partnerships, Events, and Communications & Media Trustees.

A fantastic opportunity has arisen to join the Smart Works Leeds Board of Trustees. The newly created Ambassador & Volunteer Trustee will lead on two fundamental activities at the Centre:

- Ambassadors: Smart Works Leeds currently has one Ambassador. The Board is looking to grow our ambassador community. The position will help identify, onboard and work with the team of Smart Works Leeds Ambassadors to raise the profile of the Charity across the Yorkshire region.
- Volunteers: Smart Works is powered by a community of skilled volunteers who use their time, talents and kindness to help our clients. The position will oversee volunteer management and engagement for Smart Works Leeds and will work closely with the staff team to keep the volunteer community motivated and engaged in the charity's mission.

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

# GENERAL DUTIES OF A 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 successful Ambassador and Volunteer Lead Trustee will have excellent interpersonal skills and stakeholder management experience.

They will use their skills and experience to attract, utilise and maximise the Ambassadors for Smart Works Leeds and they will nurture, coordinate and motivate the Smart Works Leeds volunteer community.

As this is a voluntary, unpaid role 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 to promote equity, diversity, and inclusion, acting at all times with honesty and integrity.

If you possess the relevant experience and are seeking to give something back to the community in Yorkshire, then we would love to hear from you. Please note, you do not need to have previous experience of sitting on a board to join us although it would be an advantage.

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment, because we would like to increase the representation of these groups at Smart Works.





# LEARN MORE & APPLICATION PROCESS

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

To apply, please submit a [CV \(no more than two pages\) and a one-page cover letter](#) via our recruitment portal [here](#). Your application should be addressed to the Board of Trustees and your cover letter should include why you would like to become a Trustee of Smart Works Leeds. The closing date for applications is 14th May 2024.

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