

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

**SMART  
WORKS**

# **SMART WORKS NEWCASTLE STRATEGY, CHANGE AND COMMERCIAL 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 Newcastle, 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 Newcastle and the North East. More information about who we are can be found on our Smart Works website.

# ABOUT THE OPPORTUNITY

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

If appointed the trustee will help determine the strategic direction of Smart Works in Newcastle ensuring the plans also align with the Group Charity strategy. The Trustee will review, challenge and lead Smart Works Newcastle strategy plans to ensure decisions are commercially balanced.

You will appreciate the dynamics of Smart Works Newcastle clients and market and ensure the strategy and plan is pragmatic and also has the right amount of stretch so that the Centre can maximise targets and client experience.

The role will support the Centre Manager to develop and track the business plan and objectives and also adapt to ensure they meet the required targets. The trustee will have oversight of the fundraising plans and ensure they develop and grow the approach to maximise opportunities and build on events that work and meet commercial targets.

The trustee will ensure the strategy and plan adapt to change, where needed, and challenge the centre to develop ways of working that bring efficiency and effective approaches.

The time commitment is approx. a half a day every two weeks, but there will be occasions when more time is required during busy periods. The Strategy, Change and Commercial Trustee will be required to sit on relevant task force groups as and when their experience is relevant and attend (and prepare for) Board meetings every quarterly.

Please note, no previous trustee experience is required as a thorough induction and training programme will be provided. The trustee will also receive a board buddy for ongoing support.

Trustees are appointed to serve initially for three years, with the potential to be reappointed up to a further two terms (maximum nine years). This is a voluntary role, however out of pocket expenses can be reimbursed. All appointments are subject to satisfactory references and a basic DBS check.



# 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 Strategy, Change and Commercial Trustee will likely have a background in strategy, change and cost optimisation and may have worked for organisations, as a consultant or independent contractor who is good at enabling change to drive improvement in efficiency and effectiveness. The Trustee will be great at planning and turning strategy into meaningful objectives the local team can work towards. They will forecast when the plan needs to change so that client and commercial targets are met.

The candidate will ideally bring experience of working with multiple organisations in the public and private sectors to provide insight and challenge. This will also bring best practice that Smart Works can use.

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.

If you are up for the challenge and are seeking to give something back to the community in the North-East, then Smart Works Newcastle would love to hear from you.

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

**“At every opportunity, I love to shout about Smart Works Newcastle and the vital service we provide to unemployed women across our region. While it’s an absolute privilege to be Chair of this organisation and contribute to our success, I get so much from volunteering my time. Being on a board with a diverse and dynamic group of trustees energises me and I feel very lucky to take my learnings from them back to my day job.”**

Sophie Milliken, Smart Works Newcastle Chair







# LEARN MORE & APPLICATION PROCESS

If you are interested in learning more about the role before applying, please email [newcastle@smartworks.org.uk](mailto:newcastle@smartworks.org.uk) to be connected with a member of the Smart Works Greater Newcastle 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 Newcastle. The closing date for applications is 16th April 2024 at 17:00.

**Shortlisted applicants will be invited to an interview week commencing 21st April 2024. From this, selected candidates will meet with the Smart Works Charity CEO for appointment.**

**The successful applicant will need to attend the May Board Meeting on 14th May at 6-8pm.**