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AS A FORCE
for good

**SMART
WORKS**

SMART WORKS NEWCASTLE YOUNG WOMEN'S 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.

As part of the annual Smart Works Female Unemployment Index, it was established that in 2023 the average age of a Smart Works Newcastle client is 37. Consequently, the Board is seeking a new trustee who will help raise greater awareness about the Smart Works service with young women across Newcastle and the North East.

The Young Women's Trustee will lead the development of understanding the needs of Smart Works Newcastle'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 Newcastle and the North East.

The successful candidate will develop new and existing connections with referral partners who support young unemployed women, develop a 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 whose focus is on improving the employment outcomes for young women across Newcastle and the North East.

The Young Women's Trustee will bring experience, insights and enthusiasm, and on occasions may also be required to design and drive specific improvement initiatives.

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

Lived experience of unemployment and overcoming barriers at a young age, 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 Newcastle and the North East.

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.

"Becoming a Trustee is one of the most rewarding things I have ever done. To be able to support a charity that truly makes a difference to women is a privilege. Having confidence through clothing and coaching and then securing a job is life changing and our team and volunteers are inspiring."

Susan Fulton, Smart Works Newcastle Trustee





LEARN MORE & APPLICATION PROCESS

If you are interested in learning more about the role before applying, please email 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.