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AS A FORCE
for good

**SMART
WORKS**

SMART WORKS GROUP

YOUNG PERSON TRUSTEE

Closing date: 30th September 2024



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, 63% 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. More information about who we are can be found on our website.

In April 2022, Smart Works launched a new Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women a year. To achieve this, we will grow our existing centres and open new centres in areas of need. We are well on the way to achieving our goals.

ABOUT THE ROLE

An opportunity for a young person, with little or no previous Board experience, is now available to join our Group Board as a Young Person Trustee. Smart Works is led by a Group Board of passionate and dedicated Trustees, as well as the Trustees of six local Boards across the country, who are responsible for the governance and strategic direction of Smart Works. The position has been created in the interests of reflecting our own client base (data tells us that young women aged 16-24 are the most challenged when it comes to finding employment), as well as our responsibility to train the next generation of Trustees for our sector.

“Over the last 10 years, Smart Works has grown from an unerring passion to support unemployed women into work, into a dynamic and successful charity transforming the lives of women and communities across the UK,” says Smart Works Chair Julietta Dexter. “New members of the Board will have a key role to play in ensuring that Smart Works continues to deliver our ambitious targets for growth, whilst ensuring that we meet and exceed the expectations of our clients. We look forward to welcoming a young voice to our discussions: the role of Trustee is hugely rewarding, challenging and enjoyable in equal measure.”



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.
- Attend 4 annual board meetings, committing to closely reading all board papers and to contribute to discussion throughout Board Meetings.
- Attend Smart Works events throughout the Board tenure, occasionally visiting Centres in order to stay familiar with the service.
- Provide support to determine the strategic direction of the Centre.
- Advocate for Smart Works, 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 Person Trustee will use their skills, experience and unique perspective to develop the Board's understanding of the needs of Smart Works's younger clients, aged 16 to 25 years.

Having lived experience of unemployment and of overcoming barriers, and / or experience supporting social value or unemployment projects is preferred, but not essential.

The successful applicant will demonstrate enthusiasm for developing at Board level and will be aged under 30.

The Young Person Trustee may be required to sit on relevant task force groups as and when experience is relevant.

The Young Person Trustee will be mentored by existing Trustees in order to prepare them for contribution to the Board's wider strategic decision making.

All applicants will believe in the mission of Smart Works and align with our core values. Trustees must share our commitment to fairness and promoting equity, diversity and inclusion, acting at all times with honesty and integrity.

Trustees are expected to commit to an average of one day per month.



HOW TO APPLY

To apply for this position, please answer the following questions and email your answers, alongside a copy of your CV to recruitment@smartworks.org.uk by 30th September 2024.

- Why would you like to be a trustee of Smart Works? (Max 300 words)
- What experience do you have that you feel is relevant to the role of a Young Person Trustee? This may be work experience, lived experience or voluntary experience. (Max 400 words)
- Is there anything else you would like to share as part of your application? (Max 300 words)

Shortlisted applicants will be invited to an interview after 20th September. The process will be led by the Nominations Committee. There will be a shortlisting process followed by two rounds of interviews with formal approval to take place at the Board meeting in October.

References and a Basic DBS checks will be taken up prior to appointment.

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

Smart Works promotes equity, diversity, and inclusion in our workplace. We make employment decisions by matching the Charity's needs with the skills and experience of candidates. These decisions are made irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our website).