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AS A FORCE
for good

SMART
WORKS

SMART WORKS BIRMINGHAM

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, 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. As of June 2024 40% of the clients that Birmingham Smart Works centre saw were aged 16-29. Consequently, we are seeking a new trustee who will help raise greater awareness about our services with young women so that we are more successful in connecting with that community across the West Midlands.

Smart Works Birmingham, 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 the West Midlands. More information about who we are can be found on our Smart Works website.

ABOUT THE ROLE

A fantastic opportunity has arisen to join the Smart Works Birmingham Board of Trustees. The Young Women's Trustee will lead the development of understanding the needs of Smart Works 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 the West Midlands.

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 West Midlands.



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.

“Being trustees of the Birmingham Smart Works charity board is an incredible opportunity to make a meaningful impact in the lives of individuals seeking employment. It is a privilege to be part of the team that empowers and supports individuals to achieve their full potential. As trustees, we are committed to using our skills and expertise to contribute to the strategic direction and success of Smart Works, ensuring we continue to create positive change and provide opportunities for those seeking employment”.

Trustees of Smart works Birmingham

“I never expected such kindness from strangers, and I certainly didn't expect to laugh and enjoy myself. The thing with Smart Works is that everyone you meet genuinely wants you to do well, they really care and they are thrilled when you get the job. You really feel that...”

Client of Smart Works Birmingham

PERSONAL SPECIFICATION

The trustee will use their skills and experience to amplify the voices of Smart Works younger clients and successfully network with key employment and skills programme providers, third sector, and 16+ educational organisations that exist across the West Midlands.

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 the West Midlands.

The 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 particularly welcomes applications that will represent our diverse client groups and candidates with lived experience of unemployment, to increase the representation of our client groups within the Charity.



HOW TO APPLY

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 [Birmingham] Board of Trustees.

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 Friday 2nd August at 5pm.

- Why do you want to be a trustee of Smart Works Birmingham? (Max 300 words)
- What experience do you have that you feel is relevant to the role? This may be work experience, lived experience or voluntary experience. (Max 400 words)
- Why do you particularly want to be a Trustee? (Max 300 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 shortly after the closing date. From this, Smart Works Birmingham will select the preferred candidate who will be invited to meet with the Smart Works Charity CEO prior to formal appointment.

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).