



kingstonwomen's  
centre

# Trustee Recruitment

## Candidate Information Pack

### Introduction

Thank you for your interest in becoming a Trustee for Kingston Women's Centre. Below is some information relating to your application and our charity, to help you understand more about Kingston Women's Centre and the Trustee appointments available.

### Mission

Our aim is to provide counselling and therapy for women of all backgrounds in and around Kingston-upon-Thames, in times of crisis and change, within a warm, safe and caring environment. If you feel you can help us please read on and we look forward to hearing from you.

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Dear Applicant,

Thank you for showing an interest in the Trustee appointments and taking the time to read this information pack.

We hope you find this an exciting opportunity to use your knowledge and skills in a challenging environment to help shape the future direction of the charity.

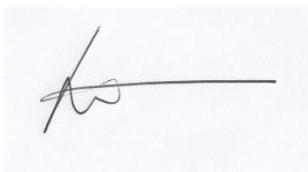
Being a Trustee can be rewarding and enjoyable. You may want to get involved because you are passionate about the services the charity offers or it may be your life has been touched by the work of the organisation. You may want to build your CV, have experience of strategy and management or find out more about the not-for-profit sector before making a career change. We welcome applicants being open about why they wish to join us and the predicted duration they wish to get involved, all we ask is that they ensure the time commitment is realistic for them. The more effective we are as a board of Trustees, the greater progress we can make.

Later in this pack you will read about specific Trustee roles and what you can expect when joining the existing board of Trustees. We would also urge you to read the Charity Commission Trustee guidance online for more information.

If you would like an informal conversation about the appointments please get in touch via email to arrange a call with one of our Trustees.

We look forward to receiving your application and meeting you in due course.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Liv Corbishley', written on a light blue background.

Liv Corbishley  
Chairman  
e: [liv.corbishley@kingstonwomenscentre.org.uk](mailto:liv.corbishley@kingstonwomenscentre.org.uk)

## About Kingston Women's Centre

### What we do:

- We provide low cost counselling to women from a week to two years, a service that may normally be unaffordable or limited in time span to some of those in need.
- Our services provide positive outcomes, enabling women to live their lives more fully, local communities become stronger and the social and economic value is infinite.

The Women's Centre was founded in 1982, courtesy of the Greater London Council Women's Committee. Many other Women's Centres were founded in London at about the same time. Originally we had offices in Surbiton; eventually we were able to buy and convert our current premises in Canbury Park Road.

Kingston Women's Centre became a Charity and a Limited Company in September 2011. Over the years thousands of women have accessed our services. The impact of Kingston Women's Centre is that local communities become stronger and the social and economic value is infinite. Looking after mental wellbeing is important as life pressures are becoming increasingly difficult in modern times, particularly for women facing emotional and financial hardship.

## Trustee Appointments & Applying

**Could you play a part in ensuring the development and sustainability of a charity in Kingston that is a key support to the wellbeing of local women?**

**We want to hear from people within the following professional backgrounds for the related Trustee appointments:**

- Accountant – Trustee, Treasurer
- Psychotherapist/Counsellor - Trustee, Clinical Advisor
- Fundraising & Business Development Manager - Trustee, Fundraising
- Project Management - Trustee, Project Management

We are particularly interested in applicants with senior charitable fundraising experience.

Over the next 12 months we will be looking to build a robust board of Trustees. As a charity it is imperative we have a reliable Board, fit for purpose. The charity is small with a turnover of less than £100K however it has no debts and a significant property asset. It's an exciting time as it feels like a start-up with many opportunities for you to help shape decision making and operational plans moving forward. Current board meetings are fairly informal and if appointed you would need to be prepared to balance both strategic and operational work. In other words you must have the ability to get things done, spearhead the areas of work you lead on, pulling in resources and people when needed whilst keeping a head for crucial judgements. All Trustees work on a voluntary basis and the right candidates would be expected to ensure that professionalism and time management are of a high standard. We are a vibrant, engaging bunch with a depth of professional experience. We look forward to adding new skills to the mix for the benefit of the charity.

We will be working towards key elements to strategically develop the charity and ensure sustainability for the long term. A significant part of this we expect to include building partnerships and growing revenue outside of the existing revenue stream. We will be looking to set up a number of committees that will support turning our vision into a reality.

**All Trustees are asked to attend a minimum of six Board meetings a year (the duration is normally between 1-2 hours), an induction meeting at the start of their term, ad hoc training when available, and give eight hours a month to work relating to their specified area or committee.**

You will need to either live or work near Kingston and have an understanding, or strong interest in issues affecting women and/or charitable organisations. Previous Board or Committee experience would be an advantage but is not essential. Please consider if you have been a part of a collaborative decision-making process previously. All appointments are voluntary however expenses will be reimbursed.

If you are unsuccessful in being appointed as a Trustee, we would urge and welcome you to harness your interest by supporting the charity as a volunteer. Please ask us about the unique volunteering opportunities we have.

### **The process for recruitment will be:**

1. \*Submission of CV and covering letter.
2. Informal telephone conversation with a Trustee

**At this stage if you are proposed for interview we will seek two references covering the last three years including your most recent employer. You will also be requested to complete, sign and return by post a declaration form along with a passport sized photo. Please note interviews cannot be confirmed until we receive both references and the declaration.**

3. Interview with the panel

### **How to apply**

\*Application will be by CV (no more than three pages) and an accompanying letter (no more than two pages) highlighting the Trustee role you are applying for. Please explain your interest in the charity, relevant professional expertise and motivation in applying for your chosen Trustee role and what you believe you can contribute to Kingston Women's Centre.

Please ensure you supply two referees; full name, relationship to you, length known, email and telephone number. Referees need to cover a period of the last three years, including your most recent employer. We will not contact them without prior agreement from you.

Please email your application to [nadia.cadby@kingstonwomenscentre.org.uk](mailto:nadia.cadby@kingstonwomenscentre.org.uk)