



Kingston Women's Centre Trustee

Recruitment and information pack.

Are you the fit we need?

Trustee Recruitment & Candidate Information

Thank you for your interest in becoming a Trustee for the Kingston Women's Centre (KWC). 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.

You will find in this document:

A Welcome Letter

Information About Kingston
Women's Centre

Information on Trustee
Appointments and How to
Apply

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 aboard 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 that's on their website 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.

*Heather, Helen and Maria.
KWC Board of Trustees*

About Kingston Women's Centre

We provide low cost counselling to women for up 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 Kingston 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.

KWC offers excellent placement opportunities for counselling and psychotherapy trainees who are undertaking a BACP/UKCP accredited course. We have experienced and qualified in house Counselling Supervision team that gives clinical support to all our counsellors.

Trustee Appointments & Application

Over the next 12 months we will be looking to build a robust board of Trustees. 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 women?

We are particularly interested in applicants with senior charitable fundraising experience but we value the many skills and experience that women bring to the centre, including those skills developed through employment, volunteering, managing a home, raising children, study etc.

Please indicate whether you have any skills and experience in the following areas:

- Accountant or Treasurer experience
- Fundraising experience
- Charity Development experience
- Working/Volunteering within the Charitable Sector
- Marketing experience
- Business Planning experience
- HR Governance experience
- Strategic Planning experience

As a charity it is imperative we have a reliable Board, fit for purpose. You don't need prior experience being a trustee; If you are committed, passionate, and determined, we would love to hear from you. We will provide all the training and support you might need to be an amazing trustee.

The charity is small with a turnover of less than £100K however it has no debts and a significant property asset.

There are opportunities for you to help shape decision making and operational plans moving forward.

Current board meetings are informal, 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 of one to one counselling. 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 an AGM, a minimum of six Board meetings a year (the duration is normally 1.5 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.

As highlighted all trustee appointments are voluntary however reasonable 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.

It matters to us that our Trustees reflect the incredibly diverse communities we serve, and we are actively seeking women, women from Black, Asian and minoritised communities and women with a disability for these voluntary roles.

Recruitment process

1. *Submission of your CV and a covering letter.
2. Informal telephone conversation with a Trustee.
3. At this stage if you are proposed for interview we will seek two references covering the last three years including your most recent employer.
4. 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.
5. Interview with the current Board members.

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.

In your letter 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 KWC.

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 CV and letter application to:
recruitment@kingstonwomenscentre.org.uk

The nature of the work undertaken means that this invitation to apply is for women-only and is exempt under Schedule 9 Part 1 Equalities Act 2010.

Privacy notice

We process personal data relating to those who apply for volunteer vacancies with us or who send speculative job applications to us. We do this for volunteer purposes, to assist us in the selection of candidates for volunteering and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so.

The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of a volunteer offer or contract between us. If we make a volunteer offer to you, we will provide further information about our handling of your personal information in a volunteer context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.



kingstonwomen's
centre

Registered Charity 1144805 - Company No. 7775753

169 Canbury Park Road
Kingston Upon Thames
Surrey
KT2 6LG

www.kingstonwomenscentre.org.uk