

**SMART
WORKS**
NEWCASTLE

**SMART WORKS NEWCASTLE
CORPORATE RELATIONSHIPS &
FUNDRAISING TRUSTEE**



Voluntary position



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 London, Manchester, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past ten years, Smart Works has helped over 30,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

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.

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.

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 Newcastle Board of Trustees.

The Corporate Relationships & Fundraising Trustee will support in developing our existing corporate relationships in the North East and building new relationships, with the aim of increasing the support and funding received from local businesses.

Securing sufficient funding and clothing will enable us to continue to deliver our core service and increase the number of women we can support into work by dressing and coaching women for interview and job success.

This may include increasing local business participation in fundraising challenges such as our annual corporate fundraiser Cycle for Smart Works and Great North Run, business sponsorship of events, increasing business attendance at events, payroll giving and charity of the year type arrangements.

The time commitment for this voluntary, unpaid role is an average of half a day per week, with more time given at busy periods of the year. There will be a requirement to sit on the Fundraising Sub Committee, with meetings taking place every two months, and to attend Board meetings taking place every quarter.

If you feel you have valuable experience and skills to contribute to the Smart Works mission and would like to use your professional experience for good, we would love to hear from you.



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.
- Are able to work in a small team and tailor strong interpersonal and communication skills to all levels of seniority.

“Becoming a Trustee is one of the most rewarding things I have ever done. To be able to use life learnt skills to help other women get the job they want and working with other amazing women to achieve this has been an inspiration.”

Philippa Pickavance, Chair of Smart Works Birmingham



PERSONAL SPECIFICATION

It is our vision that the successful applicant will have fundraising experience and be able to use their strong relationships with local businesses in the Northeast to secure charity funding.

As this is a voluntary, unpaid role it requires a self-starting and proactive approach with the capacity and time to challenge, engage and contribute to the work of the Board in a positive manner.

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.

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



LEARN MORE & APPLICATION PROCESS

If you are interested in learning more about the role of Trustee, please email recruitment@smartworks.org.uk to be connected with a member of the Smart Works Newcastle team.

This is a space to ask questions about the charity and role ahead of a more formal conversation with the Chair of the Board of Trustees at Smart Works Newcastle.

Application deadline: 30 June

Applications to include a CV and covering note and sent to recruitment@smartworks.org.uk

Shortlisted applicants will be invited to an interview w/c 3rd July or w/c 10th July. Selected candidates will meet SWN Chair and Smart Works CEO.