

**Smart Works Newcastle:  
Opportunities for Trustee involvement in a start-up charity**

Smart Works Newcastle is a UK charity focused on helping out-of-work women on low incomes get back into the workforce.

At Smart Works, we provide interview coaching, high quality interview clothes and styling advice to women in need. We help women to feel confident, look fabulous, succeed at their job interview and move on with their life. We are very proud of the fact that over one in two of the women who come to Smart Works, and who we are able to go on to contact, succeeds at their job interview.

As we prepare to launch in spring 2018, we are looking for Trustees to join our Board and help us guide Smart Works Newcastle through the first exciting few months and years as a new start-up charity. We want someone who is passionate about Smart Works, what we do and wants to help support women in their local community in a way that is tangible, focused and successful.

You will bring your experience, your contacts and your energy to Smart Works Newcastle. The role will be varied and flexible and we are looking for someone with a hands-on attitude with time to spare for this vital role in a start-up charity. It will be hard work and demanding, but it will also be great fun, and a great opportunity to nurture a new charity in the early stages of our development. Trustees will have a direct responsibility for fundraising and operational performance at Smart Works Newcastle

We hold monthly Board meetings at our office in Newcastle City Centre. There will also be some work with our umbrella charity, Smart Works, based in London, and the opportunity to contribute and take part in national events, conferences and strategy sessions.

Full information about our charity can be found on our website:  
[www.smartworks.org.uk/newcastle](http://www.smartworks.org.uk/newcastle)

Thank you so much for your interest and we hope you will be as inspired by Smart Works Newcastle as we are.

**Role:** Smart Works Newcastle Trustee  
**Reporting to:** The Chair and Board of Trustees, Smart Works Newcastle

---

#### **Purpose of the role**

- Assume responsibility for the operational and financial performance of Smart Works Newcastle
- Ensure that Smart Works Newcastle complies with legislative and regulatory requirements
- Offer time and appropriate expertise to ensure the strategic direction of Smart Works Newcastle is realised
- Advocate on behalf of Smart Works Newcastle

#### **Main duties**

- Under the guidance of the Chair and with the staff, plan, develop and implement a strategic plan for Smart Works Newcastle
- Dedicate time, commitment and appropriate expertise to ensure that the strategic direction of Smart Works Newcastle can become reality
- Make an active contribution to fundraising; support on ideas, planning and implementation
- Be available to attend events for Smart Works Charity in London and commit time to understand the structure of Smart Works across the UK
- Promote and develop Smart Works Newcastle in order for it to grow, maintain its relevance and retain its strategic direction
- Support the Chair and fellow trustees to recruit, appoint, evaluate, monitor, advise, support, reward and if necessary or desirable, change the staff of Smart Works Newcastle
- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of Smart Works Newcastle and its operations
- Under the guidance of the Treasurer, maintain sound financial management of Smart Works Newcastle resources ensuring expenditure is in line with objects and activities and meet accepted standards and policies; and appoint independent auditors
- Act in the best interests of Smart Works Newcastle at all times

#### **Key qualities**

- A commitment to Smart Works Newcastle and its objectives
- Hands on attitude with time to spare for this vital role in a start-up charity
- Strategic vision, good, independent judgment, integrity
- An ability to think creatively, speak their mind, and work as a member of a team
- A commitment to getting women in to employment and an understanding of barriers to women gaining employment

#### **How to apply:**

Please note, that the closing date is strictly 12 noon, Tuesday 16th January 2018

To apply for this role, please submit an up to date copy of your CV, along with a supporting statement (max 2 pages) that addresses your motivation in applying and the skills/experience you would bring to the role. Please provide telephone and email contact details. All applications should be sent to [newcastle@smartworks.org.uk](mailto:newcastle@smartworks.org.uk)