**Well Women Centre**

**Originally established in 1985, the Well Women Centre is a registered charity providing mental and physical health support and wellbeing services to the women in the Wakefield District.** Our dedicated services bring together a range of effective ways of supporting women with multiple and complex needs. These include IAPT Counselling, EMDR therapy, practical support, advocacy services, Complementary Therapies, groups and courses. We offer specialist services for young women and women from the BAMER communities.



**Mission Statement**

To provide a holistic, non-medical approach to women’s health and well -being with an emphasis on supporting and empowering. To provide these services in a safe and women only environment.

**Our aims are to work with women to:**

* Listen and support
* Help explore feelings
* Work holistically to support the mind, body and spirit
* Build confidence and self-esteem
* Build skills
* Empower

**Our Future Vision Is…**

…to continue to deliver quality services to women in the Wakefield District, which have a positive impact on the wider community. We will maintain our core purpose and aim to meet local need by developing and broadening the range of services we offer. We wish to remain flexible enough to provide a service to local people where they feel comfortable, and to develop the organisation to work more collaboratively with other local partners.

**Our Objectives**

1. **Service delivery**: to continue to offer quality services and achieve outputs and outcomes for stakeholders.
2. **Service development**: to develop new services in response to the health needs of the women of Wakefield.
3. **Partnership work**: to work in partnership with local statutory, voluntary and community groups to achieve mutual aims. To maintain and develop good relationships with local commissioners of services.
4. **Volunteering and self-employment**: to continue to offer opportunities for women to develop their skills in the workplace.
5. **Management and governance**: to ensure efficient and effective management, governance and administration functions.
6. **Financial management**: to ensure our financial viability through a mix of trading, contracts and grants.

C:\Users\Tamsin.lim\Pictures\WC.jpg**Well Women Centre**

**Trustee Application Form**

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| **Contact Details** | |
| Name |  |
| Address |  |
| Postcode |  |
| Phone No(s) |  |
| Email Address |  |

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| **Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes/no** |
| If Yes: |

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| **References**  **Please give us contact details of two referees (these will only be contacted if your application is successful)** | |
| Work reference current/most recent:  Post code:  Telephone:  Email: | Reference:  Post code:  Telephone:  Email: |

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| **Please state briefly any skills and experience that you feel you could bring to your role as a Well Women Centre Trustee?** |
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| **Skills**  **We value the many skills and experience that women bring to the centre, including 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:** |
| o Commissioning/Procurement with Local Authorities and or CCGs  o Working/Volunteering within the Charitable Sector  o Marketing  o Financial  o Fundraising  o Business Planning  o Research  o HR Governance  o Change Management/Re-structuring  o Strategic Planning  o Property Development  o Criminal Justice  o Other (please specify)…………………………………………………………………………………………. |

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| **Please use this space to tell us about anything else you feel would support your application?** |
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**You will be required to attend Trustee Board Meetings (held in the evening every 4 - 6 weeks), occasional working groups meetings, a Trustee Away Day and The Annual General Meeting. Are you able to commit to this?**

Yes No

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| **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”. |
| **Where did you hear about us:** |

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| **Declaration**  The above information is true. I understand that any volunteer offer made on the basis of untrue or misleading information may be withdrawn or my volunteer role terminated.  **Signed: Date:** |

**Job Description**

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| **Job title:** Chair |
| **Reports to:** Board of Trustees |

### Main tasks

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| **Responsibilities** |
| To lead and give direction to the Board, to ensure it works well and fulfils its responsibilities  To promote the highest standards of corporate governance and ensure the effective implementation of the decisions of the Board  To assist the Senior Management Team, providing support and advice and helping them to implement the policies and strategies set by the Board of Trustees whilst respecting executive responsibility  To optimize the relationship between the Board, staff and volunteers  To represent the Well Women Centre at public events |
| **Main Duties** |
| To chair the AGM  To chair meetings of the Board, agree the agendas for these meeting and ensure that the business is dealt with properly, and that the Board functions effectively and carries out the duties set out in its terms of reference  To chair and run the Board; this includes building an effective and complimentary team, setting and managing the agenda and the style and tone of discussion, to promote effective decision making and constructive debate, and ensuring that sufficient time is allowed for discussion of complex and contentious issues  To take the lead in providing a properly constructed induction programme for the Board, identifying and meeting the development needs of the Board as a whole, with a view to enhancing their overall effectiveness, working individually and together  To ensure that the performance of individual trustees and the Board is evaluated once a year |

**Job Description**

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| **Job title: Trustee** |
| **Reports to: Board of Trustees** |

### Main tasks

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| **Statutory Duties** |
| To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations  To ensure that the organisation pursues its objects as defined in its governing document  To ensure the organisation uses its resources exclusively in pursuance of its objects  To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets  To safeguard the good name and values of the organisation  To ensure the effective and efficient administration of the organisation  To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds  To appoint the directors and monitor their performance |
| **Other Duties** |
| Scrutinising board papers  Leading discussions  Providing guidance on new initiatives  Other issues in which the trustee has special expertise |

**Person Specification**

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| **Job title:** Trustee | **Department:** Board |

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| Qualities | Objectivity, fairness, integrity, respect, wisdom, discretion and good judgement  A commitment to act solely in the best interests of the Well Women Centre without regard to personal interest or benefit  Readiness to take and be accountable for decisions made  The necessary time to be an effective trustee  High level of enthusiasm and motivation.  A good team player  No significant potential conflicts of interest |
| Knowledge & Skills | Understanding of importance of working within women only environment & a commitment to WWC philosophy.  Strategic vision and the ability to focus on practical issues  Awareness of how the world is changing politically, economically and socially  Understanding of and commitment to Equal Opportunities.  We are looking for women with skills and experience in **any one** of the following areas:  Financial Management  Business Development & Fundraising  Strategic planning  Change management  Safeguarding  Health and Wellbeing  Law as related to charities and companies  Human resource management  Marketing, PR and communications |

Equal Opportunities Monitoring

### Equal opportunities and discrimination policy

We recognise that discrimination is not only unacceptable, it is also unlawful.

Our aim is to ensure that no job applicant, employee or volunteer is discriminated against, directly or indirectly, on any unlawful grounds.

We will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

Employees and volunteers who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees and volunteers.

**Equal opportunities monitoring**

As part of our commitment to equality of opportunity, we need to obtain information about the ethnic origins and sexual orientation of our employees, volunteers and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees and volunteers across the organisation, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

We hope that employees, volunteers and job applicants will co-operate by completing the information overleaf, which will help us to assess whether the distribution of employees and the success rate of applicants reflects equal opportunities or reveals possible race or sexual orientation discrimination.

Any information provided will be kept confidential and will only be used for the purposes detailed above.

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| **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position/applied for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Volunteer Job applicant |

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| **What is your ethnic group?** Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. |
| **A White**  British  Irish  Any other White background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D Black or Black British**  Caribbean  African  Any other Black background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E Chinese or other ethnic group**  Chinese  Any other background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Are you registered disabled?** Yes/no  **Do you consider yourself disabled?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **What is your sexual orientation?**  Please tick one appropriate box. |
| Bisexual  Heterosexual  Lesbian  Other, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |