



**We are excited to
be expanding our
Trustee Board.**
**We are looking for
three new Trustees**

**Join
our
Board!**

- ♥ One with Marketing expertise
- ♥ One with Fundraising expertise
- ♥ One with Strategic HR expertise

**Every woman deserves
respect and support**

**LEEDS
WOMEN'S
AID**

Introduction from the Chair & Chief Executive



Nneka Ikeogu
Chair

Welcome to this Trustee Recruitment Pack and thank you for your interest in Leeds Women's Aid (LWA).

I have been a Trustee of LWA for eight years and Chair for three years. I work full-time in the education sector as a Child Psychologist.

We have tried to make this Pack succinct and accessible, but we have a lot of other reading material if you want to know more about us. Fuller details of what is available and how to get hold of it are contained in the Next Steps section of this Pack.

We are a diverse and inclusive organisation and the Board are keen to receive applications from younger women, women from culturally diverse backgrounds, women from different sexualities and classes, and disabled women. We know that Domestic Violence and Abuse (DV & A) disproportionately affects women, so you may have lived experience, which we welcome.

WE KNOW THAT **DOMESTIC VIOLENCE AND ABUSE (DV & A)** DISPROPORTIONATELY AFFECTS WOMEN, SO YOU MAY HAVE LIVED EXPERIENCE WHICH WE WELCOME.



Nik Peasgood
Chief Executive

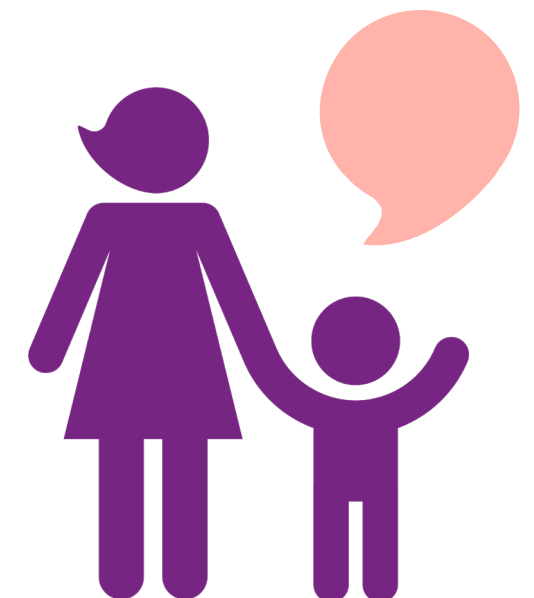
I am proud to be the Chief Executive of LWA and I have worked in the ending violence against women and girls' sector for over 25 years and remain as committed and enthusiastic now than I have ever been. It's pretty easy to do that here, the strength and the passion of the staff and volunteer teams and the Board make it a challenging and rewarding experience.

Over the last few years LWA has increased in size and complexity and in recent times we have risen to the personal and professional challenges that the pandemic has thrown at us. We have increased and diversified our services, working in new and innovative ways with more vulnerable women and girls than ever. It's been a remarkable time for LWA. We have continued to grow and expand and share our voice and our leadership throughout the region. We are also offering additional services, have managed to recruit more staff to deal with increased demand and keep staff welfare at the top of our agenda.

After reading this information, Nneka and I hope that you are excited and enthused at the prospect of helping LWA. One thing that we can guarantee to all our staff, trustees and other supporters is that you will 'go home' knowing that you have made a positive difference in the lives of women and children who are living with or who have experienced domestic violence and abuse. You really will 'make a difference'.



WE HAVE INCREASED AND DIVERSIFIED OUR SERVICES, WORKING IN NEW AND INNOVATIVE WAYS WITH MORE VULNERABLE WOMEN AND GIRLS THAN EVER.



Leeds Women's Aid and its Impact

LWA is an independent charity formed in 1972, providing services to women and children affected by DV & A. We are the largest women's charity in Leeds and provide a range of the very best services for vulnerable women and families who are victims-survivors of domestic, sexual and honour-based violence and abuse, stalking and harassment, forced marriage and trafficking.

We know that at least one in four women will experience DV & A in their lifetime and a recent investigation by UN Women UK found that 80% of women have been sexually harassed.

In the year to 31 March, there were 21,789 incidents of DV & A in Leeds that were reported to West Yorkshire Police. How many more go unreported?

We record and monitor numerous measures of our impact and receive hundreds of messages of thanks from people we help, which bring tears of happiness to all involved.

100% of people supported said that they felt listened to and believed by staff and that the service met their needs effectively.

THREE YEARS AGO, WE HAD **50 STAFF** AND NOW HAVE **OVER 90**. OUR TOTAL INCOME HAS INCREASED FROM **£1.2M IN YEAR-ENDED MARCH 2017 TO £2.9M IN YEAR-ENDED MARCH 2021** AND WE HAVE CONSISTENTLY ADDED TO THE VALUE OF OUR UNRESTRICTED RESERVES.

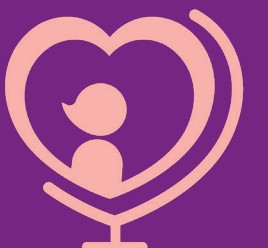
We are also very proud to be the lead partner in two important and successful consortia: Women's Lives Leeds (WLL), working for and to support women and girls, including leading for systems change; and Leeds Domestic Violence Service (LDVS) delivering the commissioned DV & A community and accommodation services for all victims-survivors of DV & A across Leeds including women, men and trans people

Leeds Domestic Violence Service
<https://ldvs.uk/>

Women's Lives Leeds
<https://www.womenslivesleeds.org.uk/>



THERE WERE **38 DIFFERENT LANGUAGES** AND **27 DIFFERENT NATIONALITIES** OF PEOPLE WHO HAVE STAYED IN OUR REFUGES LAST YEAR. THE AVERAGE STAY IN REFUGE IS **7 MONTHS**.



Our Beliefs & Values

Our beliefs and values are not just 'nice words', the whole organisation worked on them, from trustees, managers and staff along with service users and residents, and we conduct ourselves by them, actively using them in staff and trustee recruitment and appraisal.

We do what we do because we believe

- 1** ALL WOMEN & CHILDREN SHOULD LIVE IN SAFETY, FREE FROM ABUSE & FEAR.
- 2** EVERY WOMAN & CHILD HAS A VOICE & SHOULD BE EMPOWERED, INSPIRED & LISTENED TO.
- 3** WOMEN-CENTRED SUPPORT IS POWERFUL & IMPROVES THE LIVES OF WOMEN, MEN & CHILDREN.

How we do this is driven by our values

Be Exceptional

- We are experts in our field & proud of having a women-centred approach
- We are pioneers & leaders, striving to perform & innovate

Be Courageous

- We are honest, inventive & have the integrity to challenge perceptions & practice
- We are encouraging & empowering of each other to be courageous & brave

Be Inclusive

- We are diverse, welcoming, approachable & inclusive as employers, service providers & people
- We promote unity, fairness & respect

Be Inspirational

- We are proud of our creativity & how we motivate, listen, empower & support each other
- We are encouraging & lead by example to achieve the best

Be Responsive

- We are collaborative, aware, compassionate & sensitive
- We adapt our approach to meet changing needs



Why become a LWA Trustee now?

Over the last three years, we have not only grown in every measure but have made significant improvements to our governance and financial sustainability and are in the final stages of formulating our new strategy.

But we know that there is so much more we can do and so much unmet need, and that is why we need three more trustees, with the fundraising, marketing and strategic HR expertise. Can you be part of the next stage of our work?

Hopefully, you have now read enough to want to help. We think being a trustee is a win-win situation - in addition to making a difference to the people LWA help, becoming a charity trustee provides superb personal development from having the intellectual challenge of helping to lead an organisation that has many different and sometimes conflicting objectives.

2022 is also our 50th Anniversary, so a time of great reflection, celebration and forward thinking.

What does a LWA Trustee do?

A detailed Role Profile is available via a link in the Next Steps section of this Pack but in summary, the overall responsibility of the Trustee Board is to provide direction and stewardship for LWA for the benefit of current and future users, by:

1. Setting the beliefs, values and strategic direction of LWA.
2. Monitoring and communicating performance against the strategy, our impact upon stakeholders and its organisational behaviour.
3. Acting as the guardians of LWA's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
4. Ensuring that LWA complies with all constitutional, legal and regulatory requirements.
5. Ensuring that LWA's governance is of the highest possible standard.

The role of a LWA Trustee translates into the following specific tasks:

- Preparing for and attending Board meetings every two months – a combination of face to face or Zoom meetings, normally happening on a weekday evening.
- Any allocated actions from Board meetings.
- Sitting on one of our three committees – Business Advisory Group, Resources and Governance, Social Enterprise and Business Development.
- Attending two Away Day meetings each year, either in the evening or on a Saturday.
- Attendance at LWA external events.

In total, we estimate that a trustee will spend approximately one day per month helping LWA. A Trustee term of office is for a period of three years, which by mutual agreement can be extended by two further terms of three years, i.e. a maximum period of nine years.

We are happy to consider a hybrid approach to meeting attendance if this helps applicants who do not live in Leeds. The position is voluntary - however, we encourage our Trustees to claim relevant incurred expenses including business mileage at 45p per mile, public transport costs, car parking, childcare or other caring responsibility costs.

We pay close attention to the personal development of individual Trustees as well as the Board itself. When you start, there will be a full induction programme and a user-friendly governance handbook. We are currently introducing a buddy system so that there is someone available to you who is willing to discuss anything that puzzles you, any anxieties you might have and to encourage and support your active and effective involvement.

Fundraising, Marketing and Strategic HR requirements

Following a very detailed skills and experience audit of our six current trustees and comparing this with our emerging strategy, we have identified a very clear need for three trustees. We would like all three to have the following essential skills, in addition, please see the relevant person specification for the individual roles:

- A willingness to devote the necessary time and effort to duties as a trustee
- Integrity and a commitment to the organisation and its objectives and values
- An appreciation and acceptance of the legal duties and responsibilities of trusteeship
- Good, independent judgement
- An ability to think creatively
- Willingness to speak your mind, constructively
- An ability to work effectively as part of a team
- Demonstrate a consultative, collegiate and supportive style
- Excellent interpersonal skills.



Fundraising Person Specification

Essential

- To have a substantial background as a senior charity fundraiser with a sound understanding and experience of charity fundraising at strategic and operational levels
- Fundraising experience across a range of fundraising activities, including individual and corporate fundraising
- Well-developed and effective networking skills in a range of contexts and situations
- Demonstrated leadership and management experience

Desirable

- Experience of mentoring senior fundraising staff
- Experience of the strategic use of social media as effective communication mechanisms to support fundraising, services and activities
- Experience of working within the charity, voluntary or public sector
- Knowledge of the Charity Digital Code
- Excellent organisational skills.



Marketing Person Specification

Essential

- Marketing, communications and PR experience at a strategic level
- Development and oversight of strategic marketing and communications plans that advance brand identity, broaden awareness of who we are and what we do, and increase visibility to a wider audience
- Experience of the strategic use of social media as effective communication mechanisms to support services and activities
- Demonstrated leadership and management experience

Desirable

- Application of marketing strategy to charitable/not for profit organisations
- Experience of working in partnership with fundraising or business development colleagues
- Well-developed and effective networking skills in a range of contexts and situations
- Experience of working within the charity, voluntary or public sector
- Knowledge of the Charity Digital Code
- Excellent organisational skills.





Strategic HR Person Specification

Essential

- HR and Organisational Development experience at a strategic level
- Demonstrated leadership and management of an HR function
- Experience of organisational cultural change projects
- Providing expert HR advice to a CEO or senior leadership team
- Experience of performance management and HR/employment law issues
- Able to demonstrate a good understanding of current developments in HR, training, development and recruitment

Desirable

- Application of HR strategy to charitable/not for profit organisations
- Experience of working within the charity, voluntary or public sector
- Experience of social media and its application in an HR context
- Excellent organisational skills.



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respect and support**

Next Steps

If you are interested and would like an informal, confidential chat about what the role involves or any aspect of the selection process, please in the first instance email Nneka or Nik to arrange a suitable time.

Chair - nneka.ikeogu@leedswomensaid.org.uk

CEO - nikp@leedswomensaid.org.uk

If you want to learn more, please take a look at the documents in these links:

- Our Website: <https://leedswomensaid.co.uk/> where there is a Trustee Recruitment tab/section.
- Our Annual Report and Accounts for year-ended 31 March 2021 ([link](#))
- Role Profile of a LWA Trustee ([link](#))
- LWA Conduct Agreement ([link](#))

Your application should be no more than four A4 pages in length and include:

1. An abbreviated CV.
2. Why you want to be a Trustee of LWA?
3. How you fit with the person specification and LWA's values?
4. What else you would bring to LWA?

Please email your application to NikP@leedswomensaid.org.uk by 9.00 am on 31st May 2022. Nik will acknowledge its arrival and send you a diversity monitoring form to complete, which will be kept separately from your application. If you know anyone else who might be interested, then please pass this Pack on as we would be very pleased to hear from them.

In early June, we will inform anyone being invited to an interview, with the interviews (either in-person or via Zoom) taking place by the end of June. Successful applicants will be invited to observe a Board meeting in the summer (most likely the AGM on 20th July) and formal appointment would take place after that. By September, we plan to welcome the new trustees to their first meeting as Trustees of LWA.

That's it! Thanks for reading about us, we appreciate your interest and hope that you would like to join us and help LWA in the vital work that we do.

Nneka & Nik
April 2022





Looking
forward to hearing
from you!

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