

<b>JOB TITLE</b>
<b>Trustee</b>
<b>OVERALL PURPOSE</b>
<p>As a Trustee you will be responsible for the overall strategic direction of the charity.</p> <p>The Board of Trustees are responsible for the overall governance of the charity, developing the organisations aims, objectives and goals in accordance with the governing documents and charity and company law.</p>
<b>ABOUT THE ORGANISATION</b>
<p>BCWA was set up in 1975 by women for women and their children fleeing domestic abuse in South East London. In over 40 years of work in the community, BCWA has expanded its services to include refuge, outreach and prevention services.</p> <p>We currently run 9 refuges in Bromley &amp; Croydon where 54 women and up to 65 children at any given time are provided with support. Specialist support is available for women with multiple disadvantage, including substance misuse or mental health, and for BME women with no recourse to public funds.</p> <p>Outreach services include a domestic abuse 'One Stop Shop', a helpline, 1to1 support and tailored support for vulnerable young women and girls aged 13 to 25. An advocacy service supports high-risk clients and support groups help women overcome the effects of the abuse experienced. Child Support Officers support children in refuge and organise activities during school holidays. We also offer prevention and early intervention programmes in primary and secondary schools. A training officer works to improve the community's response to domestic abuse.</p> <p>Over the last 40 years, we have developed strong partnership work with both statutory and voluntary organisations and have focused on maintaining the independence, confidence and self-esteem of our clients, providing a holistic and client-centred service that is tailored to individual needs. BCWA work within a feminist ethos. Although we acknowledge that domestic abuse can happen to anyone, we promote a gendered understanding of domestic abuse in order to effectively tackle violence against women and girls.</p> <p>BCWA is a member of Women's Aid Federation. In 2018, BCWA was awarded the Women's Aid quality mark confirming the high standards of our work in relation to safety, security and dignity of survivors of abuse, their rights to access services and for the sustainability and leadership of the organisation.</p> <p>A small senior management team of 2, who between them have worked in the sector for over 20 years, runs the organisation. The Board is responsible for the strategic direction and decision-making. Service users, staff and volunteers have all input in the organisation's development and services are provided through a range of feedback mechanisms including service user focus groups, surveys and questionnaires, staff meetings and one to one supervision.</p>

In more recent years, BCWA has focussed on developing inclusive services aimed at breaking down barriers for survivors who experience significant barriers to accessing support including younger women, those from BME communities and those with No Recourse to Public Funds. BCWA work towards the promotion of equality and diversity and we operate within a human rights framework.

### ROLE DESCRIPTION

**Duties:**

- Ensure that the charity pursues its objectives and operates towards achieving its mission
- Act in accordance with the feminist ethos of Bromley and Croydon Women's Aid
- Ensure the charity complies with its governing documents, charity and company law and any relevant legislation
- Contribute actively to the board of trustees' role in the strategic direction of the overall organisation
- Ensure the effective and efficient administration of the organisation
- Set policies, define goals and set targets and evaluate performance against agreed targets
- Safeguard the overall organisation, its name and values.
- Act as an ambassador of the organisation and its service users
- Support and monitor the CEO & Senior Management Team
- Ensure the financial stability of the organisation including the proper investment of its funds in accordance with its aims and the law
- Support the development of the BCWA strategic business and fundraising plans and support Senior Management Team with fundraising activities.
- Maintain and build excellent external relationships with key stakeholders, both locally and regionally
- Offer any specific skills, knowledge and experience to help the Board of Trustees reach sound decisions
- Identify opportunities to develop BCWA services by responding to emerging and identified needs, as well as developments in the wider sector
- Comply with the equality of opportunity and diversity policies and procedures

### PERSON SPECIFICATION

Essential Criteria

- Passionate about our mission of ending domestic abuse and other forms of gender-based violence
- Committed to social justice and the empowerment of women who have experienced domestic violence

- A good knowledge of or the willingness to understand the challenges faced by women and children who have experienced domestic abuse - training will be provided
- Good standard of education
  
- You have experience in one of the following:
  - ✓ Accessing support service as a domestic abuse survivor
  - ✓ Financial management
  - ✓ Marketing & Communications
  - ✓ Fundraising/Income generation
  - ✓ Policy Analysis or Influencing
  - ✓ Voluntary Sector
  - ✓ Charity or Housing Law
  - ✓ Commissioning
  - ✓ Any other relevant fields
  
- Suggest ideas for new ways of working, take initiative
- Self-motivated, proactive
- Committed to promoting equality and representation
- Willingness to speak your mind
- Ability to work effectively as a member of a team
- Willingness to be available to staff for advice and enquiries
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee (training will be provided)

#### Desirable Criteria

- Have proven track record of significant achievement within your field where relevant and/or operating at a strategic level
- Have experience of building and sustaining relationships with stakeholders and colleagues to achieve organisational objectives and change
- Strong interpersonal skills and the ability to quickly develop positive relationships with a wide range of stakeholders
- Have a proven track record of effective decision-making
- An understanding of the voluntary sector
- Work with key audiences of BCWA (eg commissioners, local authorities, local businesses, health and social care, housing...)

*This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of the organisation.*