Trustee Recruitment Pack

Charity No. 1191407

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Charity No. 1191407

About Us:

The Network started in 2017, as a response to the barriers that many women who were not born in the UK (including refugees and asylum seekers) faced in establishing fulfilling lives for themselves and their families in Brighton.

Our first priority is to provide a ‘safe space’. Through our inclusive approach, we run weekly drop-ins at the Jubilee Library as well as a city-wide programme of activities and projects throughout the year. These are open to all at no cost.

The Network acts as a ‘bridge’ to information and statutory services and advocates on behalf of women to access other services.

We have **726 members**, which is made up of **84 nationalities** and **73 languages.**

Our Values

We believe in:

- Respect for all
- Being non-judgemental
- Respecting women's privacy
- Being welcoming
- Transparency in decision-making
- Recognising that we are all equal
- Showing care and empathy
- Celebrating our cultures and stories

Code of Conduct

The Network of provides a safe space for women from diverse cultures to meet, share experiences, knowledge and learning, support one another and build friendships. The Network is based on much valued contributions and work of volunteers and as such, consideration will be given to meeting their preferred ways of working.

Everyone will be treated with dignity and respect regardless of race, ethnicity, religion or faith, gender, sexual orientation, age or ability. No one will be harassed, abused or intimidated on these or any other grounds and any such incidents will be taken seriously. Language, humour or derogatory comments that people could find offensive will not be used.

At all times individual views and feelings will be valued and respected and everyone encouraged to have their voice heard, contribute, and participate alongside others. Differences of opinion and any breaches of the Code of Conduct, if unresolved following conversations, will be taken to the nearest full meeting of a Trustee Board for discussion and resolution.

Trustees:

The Network is run largely by volunteers, and is governed by a trustee body, who meet 3-4 times a year.

Their responsibility is to provide oversight and governance for the Network.



Linda



Fiona



Renu



Cathy



Synne



Lizzie



Kate



Laila

Elaine





Aicha

Steering Group:

The steering commitee run the everyday plans for the Network. They meet once a month. We employ Siri, Rosie and Ghada as our caseworkers & Ruksar, as our Operations Manager.



Linda



Siri



Renu



Cathy



Ruksar



Aicha



Kate



Laila



Katia



Rosie



Silvia



Ghada

Activity Leads

Library Drop-in	Casework	Outdoor Living	Collective	Ukraine Drop-in	Friday Sanctuary
Cathy Maxwell	Siri Areelertworakul	Kate Howell	Aicha Lhihi	Fiona Sharpe	Linda & Kate
Art Group	**Food of the World**	**Singing**	**Cost of Living**	**Knitting Group**	**Health Talks**
Cathy Maxwell	Laila Rashdan	Linda Beanlands	Ghada Ezzo	Katia Toy	Laila Rashdan
Increasing Economic Independence		**Governance**		**Finance**	
Rosie Blunden		Linda Beanlands & Fiona Sharpe		Renuka Chandraker	

Activities

- Drop-ins
- Sewing, Arts, Craft & Culture
- Outdoor Activities
- Food of the World
- Health Talks
- Casework/COL / IEI
- Singing

Usual Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	COL Support 10 - 12.30 (Once a month)	Jubilee Library Drop-In 10.00-12.00 Singing ad-hoc	Sewing Collective 10.00 - 16.00		Ecotherapy 10.00-13.30 (Once a month - Alternates Thurs/Sat)	
		Walk 12.00 - 14.00 (Twice a month)			Stand for Ukraine Drop-in 13.00 - 15.00	
Art Classes 14.00-16.00				Friday Sanctuary @ All Saints 14.00 - 16.00		

For more information check our website

Annual Reports

Strategic Partnerships

As Trustees of the Network you can get involved with any of our activities, projects, sub-committees, forums and events.

We are a hands on charity and welcome applications from those seeking active involvement.

- Network Evaluation Project
- Violence Against Women & Girls Forum
- Refugee & Migrant Forum
- Local Organisations Events
- Funding Bids

Trustee Role & Commitments

We're looking for new Trustees who can bring a fresh perspective to our board! If you're passionate about making a difference and want to help shape the future of our charity, we'd love to hear from you.

We are keen to appoint committed individuals who will be representative of our community, stakeholders and beneficiaries, helping to increase diversity on the board in terms of age, background and ethnicity.

We are particularly interested in people with specific expertise in any of the following:

- Finance
- Fundraising
- Lived experience

If you believe your background and expertise could be useful to us and you are interested in joining our board, we want to hear from you.

All Trustees must be aged 18 or over upon appointment.

Responsible for:

Joint oversight of the Network and helping steer its strategic direction.

Reporting to:
Co-Founders

Closing Date:
Ongoing

Time commitment:

Approx. 6 days across the year. Quarterly Meetings (3 hours) in person in Brighton & AGM.

Term:

Typically three years with one or two year options. Possibility of two terms of renewal for a maximum of nine years.

Person Spec



Values

- Committed to the mission and values of the Network
- Demonstrates commitment to equality, diversity, and inclusion in governance and decision-making

Time & Availability



- Willing and able to devote the necessary time and effort (quarterly in-person meetings, ad-hoc online meetings)
- Attend the Annual General Meeting in October and represent the Network where possible at ad-hoc events
- Available for consultation/input between meetings (usually via email).
- Ideally serve on at least one committee, depending on skills and availability.

Skills & Qualities



- Logical and objective thinker, able to identify key issues and support robust decision-making.
- A good communicator: empowers others, provides constructive challenge, voices opinions respectfully.
- Creative thinker who brings new ideas.
- Works effectively as part of a diverse team, valuing different perspectives.
- IT and digital skills to support remote and collaborative working.

Training will be provided to ensure trustees have a clear understanding of their legal duties, responsibilities.

Details of Trustee responsibilities can be found on the Charity Commission website.

Benefits & Support

Becoming a trustee of the Network of International Women for Brighton & Hove is an opportunity to make a real difference to the lives of women in our community.
As a trustee, you will benefit from:

Creating a supportive and inclusive society for international women

Valuable experience – Building skills in governance and leadership

Contributing to a cause that matters and strengthening a community-led organisation

Guidance from an existing to help you settle into the role.

Training and development

Expenses will be covered



How to Apply

Thank you for your interest in becoming a Trustee of The Network of International Women. The Network registered as a Charitable Incorporated Organisation on the 20th of September 2020.

1. Review this Trustee pack
2. Please fill out the application form and share to info@niwbh.org
3. We shortlist candidates against the role requirements and person specification. We aim to respond to all applicants and those successfully shortlisted will be invited to meet existing Trustees to discuss your relevant skills, passion for the role and how you would complement the existing Trustees.

If you have any questions about the application process or would like to have a chat with an existing Trustee before applying please contact:

info@niwbh.org
Instagram
Facebook

Please do look at our website for further information: www.niwbh.org

Other important documents:
Constitution including Charitable Objectives, Code of Conduct and Policies.

Potential Trustees must confirm that they are not disqualified under the **automatic disqualification rules** detailed.

