



new dawn new day

a brighter future for women
Trustees

Candidate Pack

August 2018

**ndnd.org.uk
03333 444 304**

About Us

New Dawn New Day has worked to support the wellbeing of women and girls in Leicester and Leicestershire for over 30 years. We started out as a community-based women's centre in the 1980s, and we now deliver a range of services to vulnerable and socially excluded women designed to meet their multiple and complex needs.

We believe that all women and girls have the right to reach their potential and to live their lives free from poverty and violence.

Through our work we know that women and girls affected by poverty, trauma and abuse have the potential to transform their lives. We support them by providing a safe environment and high quality, gender-responsive, trauma-informed support.

We are committed to...

- Improving women's health and wellbeing, particularly those who face severe and multiple disadvantage or who are victims and survivors of abuse and trauma
- Improving disadvantaged women's social and economic circumstances
- Enabling greater social inclusion for women with complex needs

In particular we aim to...

- Reduce the number of women entering the criminal justice system
- Reduce the number of women who re-offend
- Reduce the number of children who are subject to Child Protection Plans
- Promote gender equality in criminal justice, health and social care systems



Our Approach

Our approach to working with women is holistic and trauma informed. Women's lives are complicated. They often have multiple needs. We take a holistic approach which works with the whole woman, not just one issue or problem area.

Holistic Support

New Dawn New Day offers practical, emotional and therapeutic support to women and girls who are considered vulnerable and have multiple and complex needs. Our support helps women and girls to turn their lives around.

Psychological Therapies

New Dawn New Day runs **Leicester Women's Counselling Centre** which offers accessible, high quality psychological therapies for women and girls. Access to counselling has always been a key element of our holistic, wraparound support and we endeavour to secure funding to be able to offer this service to our clients who have complex needs.

Diverting Women from Offending

'Just Women' is a project that works with women who have come into contact with Criminal Justice Services or are at risk of offending. It includes the **Just Women Conditional Caution Project** focusing on early intervention and diversion, **Just Women Community Rehabilitation** which works with women who are serving community orders or have been released from prison on licence and **Just Women Community Outreach** which offers more intensive wraparound support to women who are at risk of offending or reoffending.



Financial Information

Statement of Financial Position as at 31 March 2017

| | Note | Unrestricted Funds 2017 £ | Restricted Funds 2017 £ | Total Funds 2017 £ | Total Funds 2016 £ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income and endowments from: | | | | | |
| Donations and legacies | 2 | - | - | - | - |
| Charitable activities | 3 | 72,564 | 189,471 | 262,035 | 499,026 |
| Investments | 4 | 1,533 | - | 1,533 | 1,869 |
| Other | 5 | 160,000 | - | 160,000 | - |
| Total income and endowments | | 234,097 | 189,471 | 423,568 | 500,895 |
| Expenditure on: | | | | | |
| Raising funds | | - | - | - | - |
| Charitable activities | 6 | 54,092 | 251,611 | 305,703 | 486,515 |
| Other | | - | - | - | 6,040 |
| Total expenditure | | 54,092 | 251,611 | 305,703 | 492,555 |
| Net income | | 180,005 | (62,140) | 117,865 | 8,340 |
| Transfers between funds | | (1) | 1 | - | - |
| Net movement in funds | | 180,004 | (62,139) | 117,865 | 8,340 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 193,949 | 65,287 | 259,236 | 250,896 |
| Total funds carried forward | | 373,953 | 3,148 | 377,101 | 259,236 |

Balance Sheet as at 31 March 2017

| | Note | 2017 | | 2016 | |
|---|------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | 13 | | - | | 3,164 |
| CURRENT ASSETS | | | | | |
| Debtors | 14 | 1,239 | | 20,953 | |
| Cash at bank | | 382,138 | | 239,852 | |
| Cash in hand | | 147 | | 326 | |
| | | <u>383,524</u> | | <u>261,131</u> | |
| CREDITORS: amounts falling due within one year | | | | | |
| Other creditors | 15 | <u>6,423</u> | | <u>5,059</u> | |
| | | <u>6,423</u> | | <u>5,059</u> | |
| NET CURRENT ASSETS | | | 377,101 | | 256,072 |
| NET ASSETS | | | <u>377,101</u> | | <u>259,236</u> |
| FUNDS | | | | | |
| Unrestricted | 16 | | 215,135 | | 193,949 |
| Designated | 16 | | 158,818 | | - |
| Restricted | 16 | | 3,148 | | 65,287 |
| | 17 | | <u>377,101</u> | | <u>259,236</u> |

Trustee Roles

New Dawn New Day is seeking to strengthen its Board of Trustees. This is a great opportunity to bring your leadership skills to an innovative and forward-thinking organisation with an excellent reputation for success working with our complex client group. We have a collaborative culture and value empathy and team work. Demand for our services is high and funding challenges are very real making this a challenging but highly rewarding time to become part of our organisation. We are passionate about what we do and we know it makes a difference.

We are looking for Trustees who can:

- Ensure that the organisation promotes its charitable objects and complies with its governing instruments and with relevant law and regulations.
- Safeguard the organisation's good name and values.
- Give strategic direction to the organisation, setting overall policy, defining goals and targets, and evaluating performance against these.
- Ensure that the organisation is run effectively and efficiently and applies its resources exclusively in furtherance of its objects.
- Ensure financial stability, good management and stewardship of property, competent investment of funds and proper accounting.
- Appoint and support a Chief Executive and monitor her performance.

We are also looking for people who are interest in the following specific roles:

- Chair of Trustees (p. 5)
- Treasurer (p.7)
- Trustee with Marketing expertise (p.9)



Chair of Trustees

Main Duties

- To chair meetings of the trustee body; see that it functions effectively and carries out its duties.
- To monitor that decisions taken at meetings are implemented
- In consultation with the Chief Executive, to agree an annual calendar of meetings of the trustees and major events for the organisation.
- To work in consultation with the Chief Executive to recruit trustees with specific/relevant expertise.
- To ensure that the trustee body annually reviews its structure, role, relationship to staff and implements agreed changes as necessary.
- To define and keep under review selection and performance criteria for trustees.
- With the Chief Executive to ensure that all trustees receive appropriate advice, training and information relating to their role.
- To ensure that the trustees set strategy and policy objectives in the short, medium and long term in consultation with the Chief Executive and staff.
- To ensure that appropriate resources (personnel, financial, material) are secured in order to achieve agreed goals.
- To ensure that the organisation has appropriate procedures to comply with current employment and equal opportunities legislation and good practice
- To reflect to the trustee body any concerns staff have in regard to the role of the trustee body, its sub-committees or members and to relate the concerns of the trustee body and other constituencies to the Chief Executive
- To serve as a key spokesperson of the organisation.
- To promote the organisation to a wider audience of potential donors and beneficiaries.

Person Specification

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the organisation's objectives, aims and values and willingness to devote time to carry out responsibilities.

- Strategic and forward looking vision in relation to the organisation's objectives and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of organisation finance, organisation fundraising.

Time commitment

- Board Meetings - up to 10 a year. Generally held in the evening from 6.00pm until 8.30pm.
- Monthly supervision meetings with the CEO - can be scheduled for daytime of the evening depending of the availability of the Chair.
- AGM in October or November each year.
- Strategy and planning meeting – usually in the spring.



Treasurer

Main Duties

- To ensure that end of quarter and end of year management accounts are presented to the Board of Trustees for inspection and scrutiny
- Advising on the financial implications of the organisation's strategic plans
- To formally approve the quarterly income and expenditure
- To monitor that decisions taken at finance meetings / trustee meetings are implemented
- To liaise with the CEO and Independent Examiner in the preparation of the annual accounts
- To ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and Companies House
- To make a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way
- To present the audited accounts to the membership for approval at the Annual General Meeting
- To ensuring that the Independent Examiner's recommendations are implemented
- To ensure that the financial resources of the organisation meet its present and future needs
- To ensuring that appropriate accounting procedures and controls are in place
- To ensure that the charity has an appropriate investment policy
- To ensure that there is no conflict between any investment held and the aims and objects of the charity
- To monitor the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- To ensure equipment and assets are adequately maintained and insured
- To contribute to the fundraising strategy of the organisation
- To ensure that the charity has appropriate and effective financial policies and procedures including an effective reserves policy and financial risk management procedure

Person Specification

Essential

- Understanding of accounting systems and confidence in analysing and interpreting financial information
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.

- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.

Desirable

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Demonstrated knowledge and experience of charity fundraising and finance practices.

Time commitment

- Board Meetings – up to 10 a year. Generally held in the evening from 6.00pm until 8.30pm.
- The Treasurer is required to provide a finance report at each board meeting. At four of the 8 meetings there is usually a full finance report relating to the previous quarter's financial performance and forecast for the remainder of the year.
- The Treasurer is usually required to meet with the CEO to review the financial position and to scrutinize the accounts. This also involves performing spot checks and other tests as stipulated in our finance policy and procedures.
- AGM in October or November each year.
- Strategy and planning meeting – usually in the spring.



Marketing Trustee

Main Duties

- Develop market position and brand of the charity to a variety of audiences in order to enable it to fulfil its mission and aims.
- Create a marketing/public relations strategy that will allow the organisation to cultivate and enhance meaningful relationships with targeted, high-level external audiences including the media and key influencers.
- Work with the trustees and staff to recognise internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.
- Oversee the ongoing development of the organisation's marketing and communications strategy in conjunction with management and the board.
- Oversee the implementation of the marketing and communications strategy.

Person Specification

Essential

- Successful track record in marketing.
- Experience of working at a senior management / leadership level.
- Demonstrable and practical experience of delivering transformational change to business technologies and processes, to deliver cost savings and service improvements for customers.
- Ability to work as part of a team and willingness to take collective responsibility for the governance of our charity.
- Ability to work at a strategic and visionary level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with plans.
- Strong communicator.
- Ability to analyse risks and opportunities, and take a balanced approach to both.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.

Time commitment

- Board Meetings – up to 10 a year. Generally held in the evening from 6.00pm until 8.30pm.
- AGM in October or November each year.
- Strategy and planning meeting – usually in the spring.

Location

3 Museum Square
Leicester, LE1 6UF

How to Apply

For further information and an informal discussion please contact our CEO, **Sara Swire** on **07540634905** or email her at **sara.swire@ndnd.or.uk**

If you feel committed to becoming a Trustee you will need to send us an up to date CV and complete a letter of application outlining your motivation for applying and what you are able to contribute to the charity.

We look forward to hearing from you !