new dawn new day
a brighter future for women

Trustee Recruitment

Candidate Pack

September 2019

ndnd.org.uk
03333 444 304

Registered Charity 1034869
Company Limited by Guarantee 2898859
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.

Trauma Informed

Many of the women who access our services are victims and survivors of early childhood trauma, domestic violence and sexual abuse. Experiences of trauma impact on women in many ways and can lead to emotional, physical, behavioural and cognitive challenges. It often creates challenges in forming and maintaining healthy relationships and can impact severely on wellbeing and is often the underlying cause of mental health problems, challenging behaviours and substance misuse. All of our staff and volunteers are trained to understand and respond to trauma and our services are designed to create physical, emotional and psychological safety. In addition to creating a safe environment for women we also offer therapeutic programmes which help women to recognise and respond to impact of trauma in their lives.

Diverting Women from Offending

A key focus of our work is 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 and Just Women Community Rehabilitation, which works with women who are serving community orders or have been released from prison on licence.
“New Dawn New Day at first was a scary place to me and I didn’t want to go. I thought I didn’t belong there.

I had two one-to-one sessions with Lisa which made me feel more relaxed, she was so relaxed and not like another counsellor I’d had before, so down to earth.

I attended my first group very wary of the people that may attend - also slightly scared and embarrassed of what I had done.

After chatting to the ladies in the group, sharing stories, doing tasks and opening up, I felt like the noose round my neck had loosened.

I had not got much support at home from family or friends, so this provided somewhere for me to come and offload the feelings I held inside for so long.

With friends and family I would put on a front and pretend I was fine, and felt like if I opened up or moaned about anything I would be told to shut up and get on with it. Coming here I can talk and I can finally be me without being judged as a drama queen, which I get called constantly.

Support is the greatest gift that New Dawn New Day has given me. When my group had finished I attended more groups and so on, I made three of my best friends through this project and this has given me the support, friendships, honesty and trust I need in my life. Without this I don’t know where I would be.

This project really does help women and has changed my life for the better. I am honored to be part of mentoring a group and helping women of all backgrounds become themselves and be inspired”.

Words written by “K” who was referred to New Dawn New Day on a Conditional Caution
Financial Information

### Statement of Financial Activities

(Continuing Income & Expenditure Account)

**For the Year Ended 31 March 2018**

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total Funds</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>2018</strong></td>
<td><strong>2018</strong></td>
<td><strong>2018</strong></td>
<td><strong>2017</strong></td>
</tr>
<tr>
<td><strong>Income and endowments from:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations and legacies</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Charitable activities</td>
<td>3</td>
<td>60,152</td>
<td>220,059</td>
<td>281,111</td>
</tr>
<tr>
<td>Investments</td>
<td>4</td>
<td>1,279</td>
<td>-</td>
<td>1,279</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>160,000</td>
</tr>
<tr>
<td><strong>Total income and endowments</strong></td>
<td>61,431</td>
<td>220,059</td>
<td>282,390</td>
<td>423,568</td>
</tr>
<tr>
<td><strong>Expenditure on:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raising funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Charitable activities</td>
<td>6</td>
<td>72,068</td>
<td>222,694</td>
<td>295,662</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>305,703</td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td>72,068</td>
<td>222,694</td>
<td>295,662</td>
<td>305,703</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(11,537)</td>
<td>(1,735)</td>
<td>(13,272)</td>
<td>117,865</td>
</tr>
<tr>
<td>Transfers between funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net movement in funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(11,537)</td>
<td>(1,735)</td>
<td>(13,272)</td>
<td>117,865</td>
</tr>
<tr>
<td><strong>Reconciliation of funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total funds brought forward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>373,953</td>
<td>3,148</td>
<td>377,101</td>
<td>259,236</td>
</tr>
<tr>
<td><strong>Total funds carried forward</strong></td>
<td><strong>362,416</strong></td>
<td><strong>1,413</strong></td>
<td><strong>363,829</strong></td>
<td><strong>377,101</strong></td>
</tr>
</tbody>
</table>

All income and expenditure derive from continuing activities.

The statement of financial activities include all gains and losses recognised during the year.

### Balance Sheet as at 31 March 2018

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIXED ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>34,362</td>
<td>1,239</td>
</tr>
<tr>
<td>Cash at bank</td>
<td>334,045</td>
<td>382,138</td>
</tr>
<tr>
<td>Cash in hand</td>
<td>144</td>
<td>147</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>368,551</strong></td>
<td><strong>383,624</strong></td>
</tr>
<tr>
<td><strong>CREDITORS: amounts falling due within one year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other creditors</td>
<td>3,443</td>
<td>6,423</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>365,108</strong></td>
<td><strong>377,101</strong></td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td><strong>365,108</strong></td>
<td><strong>377,101</strong></td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>204,877</td>
<td>215,136</td>
</tr>
<tr>
<td>Designated</td>
<td>158,818</td>
<td>158,818</td>
</tr>
<tr>
<td>Restricted</td>
<td>1,413</td>
<td>3,148</td>
</tr>
<tr>
<td><strong>Total funds</strong></td>
<td><strong>365,108</strong></td>
<td><strong>377,101</strong></td>
</tr>
</tbody>
</table>

Copies of our full accounts can be downloaded from the [Charity Commission website](https://www.charitycommission.org.uk).
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:

- Give strategic direction to the organisation, setting overall policy, defining goals and targets, and evaluating performance against these.
- 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.
- 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.
- Support the Chief Executive and monitor her performance.

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

- Treasurer (p.6)
- Trustee with Marketing Expertise (p.8)
- Trustee with HR Skills and Experience (p.9)
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
- 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.
• Knowledge of charity SORP and impending changes.
• 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 5.30pm 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 November or December each year.
• Strategy and planning meeting – usually in the spring.
Marketing Trustee

Main Duties

• Improve brand awareness, appeal and profile supporting the charity to attract new sponsors such as the commercial sector.
• 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 Brand marketing.
• Experience of working at a senior management / leadership level.
• 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.
• 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 5.30pm until 8.30pm.
- The marketing Trustee will be required to meet with the CEO outside board meetings to support and advise on the development of New Dawn New Day’s Brand marketing strategy.
- AGM in November or December each year.
- Strategy and planning meeting – usually in the spring.

Trustee with HR Skills and Knowledge

Main Duties

- Oversee the HR function of the organisation, including policy and procedures, terms and conditions for employees and recruitment of staff
- To support the CEO with learning and development for the team, ensuring retention of key staff and a positive culture
- To support the CEO in ensuring that all HR policies and procedures are up to date and that employment practices are effective and lawful
- To support and advise on matters related to issues such as redundancy and redeployment, grievance and disciplinary issues and job evaluations and remuneration.
- To lead on annual staffing and structure reviews

Person Specification

Essential

- Qualifications and experience in Human Resources
- Ability to advise on HR issues
- Experience of working at a senior management / leadership level.
- Experience of working at a senior management / leadership level.
- 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.
• 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 5.30pm until 8.30pm.
• In addition to board meetings the HR Trustee will be required to meet on an ad hoc basis with the Chair, Treasurer and CEO to support and advise on HR related matters.
• AGM in November or December each year.
• Strategy and planning meeting – usually in the spring.

**Location**

New Dawn New Day based in beautiful Grade II listed building just off Leicester’s historic New Walk.

We are a 10 minute walk from Leicester City Centre and a 5 minute walk from Leicester Station.

Our address is

**3 Museum Square**
Leicester
LE1 6UF.
Terms and Conditions

Trustees are appointed for a period of 1-3 years after which they are usually welcome to stand for re-election. Reasonable out of pocket expenses will also be provided to support trustees to carry out their role effectively.

Further Information

Further information about New Dawn New Day can be found at our website, our page on the Charity Commission website and on the Companies House website.

The Essential Trustee is useful guide produced by the Charity Commission about the roles and responsibilities of Trustee.

Further guidance about the responsibilities of Company Directors can be found on the Companies House website.

Application Process

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

The closing date for applications is Thursday 14 November 2019

We look forward to hearing from you!