



WORKING CHANCE

Unlocking women's potential



TRUSTEE RECRUITMENT PACK



February 2021



WELCOME

Do you want to help transform the lives of women with convictions? Do you share our vision of a society in which no woman is held back by a conviction? If this sounds like you, we'd love to hear from you!

ABOUT WORKING CHANCE

Working Chance is the only national charity supporting women with convictions into employment. We provide women with convictions with the skills and support they need to develop their employability, and to help them to build lives that give them purpose, hope and financial independence.

*"They take time to listen to what you really want to do, and they push you to do what you really want to do."
Kristine - Working Chance Candidate*

Women with criminal convictions often face social exclusion, prejudice and obstacles to employment and financial independence. For some women, it can necessitate a career change, as their conviction may mean that they are barred from some types of work. Add to that the struggles with trauma, self-worth and confidence that many women with convictions contend with, and it's easy to see why a charity like Working Chance is vital.

Some of the women we support have spent time in prison, while others have served community sentences. They are not a homogenous group: each woman caught up in the criminal justice system has her own unique story. However, there are some life experiences shared by many of these women that help to explain why they need the support Working Chance provides.

- Women who receive convictions are highly likely to be victims as well as offenders.
- Over 60% of women in contact with the criminal justice system have experienced domestic abuse at the hands of their partners.
- Crimes committed by women are more likely to be driven by poverty than those committed by men.

Women with convictions require tailored, sensitive, trauma-responsive services, and that's exactly what we provide at Working Chance, helping women to find the path to a happier, more productive life. Our employability programme offers them the chance to develop the hard and soft skills needed to develop a sustainable career, and we offer therapy and coaching for those women who want help to move on from past trauma and develop a resourceful, optimistic outlook.



As well as directly helping women to turn their lives around, we also work with policy makers and politicians to influence the development of policy and practice that affects women with convictions or at risk of criminalisation. We also try to shift attitudes among employers, the media and the public so that there is greater understanding of why women commit crimes and the most effective ways to prevent and respond to this.

*We help women with convictions to believe in themselves
and to shape the future they want*

OUR VALUES

EMPOWERMENT

We help the women we work with to identify and develop their strengths and resources. We encourage, support and empower them to live purposefully and become agents of positive change in their lives.

INTEGRITY

We speak up for and alongside women with convictions and act in their best interests. We speak truth to power through our policy influencing work.

PARTNERSHIP

We actively seek collaboration with organisations that support women who have been involved with the criminal justice system. We see our work as complementary to the work of many other charities addressing the needs of these women.

LEARNING

Our staff strive to continuously improve their knowledge and skills, and we adapt what we do and how we do it in light of what we learn. We actively listen to women who have been involved with the criminal justice system, and to what the women we work with say about us.

RESPECT

We do not judge the women we work with and we challenge discrimination and stereotypes that affect women with convictions. Our staff treat each other with respect and our culture is inclusive and welcoming. We hold in mind that people have different personal needs, values and beliefs, and that everyone benefits when we embrace and value diversity.



WHAT YOU'LL DO

As we move forward with our new strategy, it's a particularly exciting and important time to join our Board of Trustees. As our Trustee, you will play a role in leadership of the charity and importantly, act as a visible role model for the values and culture we aspire to demonstrate. You'll contribute to the strategic governance of the organisation and the setting and monitoring of overall policy; keep strategic priorities and impact under review; agree targets and budgets; evaluate organisational performance, manage risks and help the organisation fundraise. You'll use your knowledge, skills, and experience to ensure Working Chance achieves its charitable objectives and represents the interests of all our stakeholders and beneficiaries. Trustees hold a number of legal and statutory responsibilities. To understand these legal responsibilities, we highly recommend reading [The essential trustee guide: what you need to know, what you need to do](#).

WHAT WE'RE LOOKING FOR

The successful candidate(s) will demonstrate:

- A commitment to the values of Working Chance
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

We're passionate about ensuring that there's a strong mix on our Board of Trustees with people from varying backgrounds, experiences and skills. We believe that by having a diverse group of people we can collectively make better decisions and better serve our beneficiaries. So, in this round of Trustee recruitment, we want to try to achieve a better balance in the voices on our Board by recruiting people from Black, Asian and Minority Ethnic backgrounds and people with lived experience of the criminal justice system to join us.

The ideal candidate(s) will also have at least one of the following areas of knowledge and experiences:

- Direct experience of the criminal justice system
- Experience from your working life of the criminal justice system
- Knowledge and/or experience in digital marketing, communications or fundraising
- Expert knowledge of HR and employment law

Candidates are not required to have previous experience of board or leadership roles. Full support and guidance will be given.



ROLE DESCRIPTION

The duties of a Working Chance trustee:

- Ensuring that Working Chance pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Working Chance complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that Working Chance applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Working Chance defines its goals and evaluates performance against agreed targets
- Demonstrating the values of Working Chance, protecting its reputation and acting as an ambassador for its services
- Ensuring the effective and efficient administration of Working Chance, including having appropriate policies and procedures in place
- Ensuring the financial stability of Working Chance
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Ensure that the board follows proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. Trustees will need to commit time to read papers in advance.

TIME COMMITMENT

To really understand Working Chance and contribute meaningfully, trustees will need to be willing to invest time in getting to know the organisation and making a contribution to its development beyond attendance at formal meetings. A trustee must commit to attending at least four meetings a year and you'll also need to commit time to read papers ahead of meetings. The Trustee Board meetings are usually held at our office in Angel, Islington for around two hours but we currently meet remotely via Zoom.



INFORMAL CHAT

If you'd like a chat about being a Working Chance Trustee and what it might involve, you're welcome to contact Natasha Finlayson, our Chief Executive at natasha@workingchance.org or Lin Hinnigan, Chair of our Trustee Board, at linhinnigan@gmail.com.

PREVIOUS CONVICTIONS

We welcome and encourage those with convictions to apply. Although there are some convictions that disqualify people from becoming a trustee, individuals can apply for a waiver. If you think this might be a concern, please do get in touch with Natasha (natasha@workingchance.org) for an informal chat and we'll offer advice.

HOW TO APPLY

If you're interested in playing a strategic role in Working Chance's development, please email a full up-to-date CV and answer the following questions:

- a. Why are you interested in Working Chance specifically? (200 words max)
- b. How could your skills, knowledge and experience contribute to the Board? (300 words max)

Please send your application with the subject line 'Trustee vacancy' to trusteerecruitment@workingchance.org.

Applications for this round of recruitment must be received by 12 noon on 31 March 2021.

However, we are open to enquiries from individuals who may be interested in joining our Board on a rolling basis, so please get in touch even if the closing date has passed.





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