



## Cymorth i Ferched Cymru Welsh Women's Aid

Rhoi Merched a Phlant yn Gyntaf  
Putting Women & Children First

### **Trustee Person Specification**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### **Experience:**

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

### **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive
- Ability to oversee the strategic financial strategy and direction of the organisation.

### **Terms**

Trustees will serve a three-year term to be eligible for re-appointment for one additional three-year term.



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**Additional information: Benefits of becoming a Trustee**

- To use your skills and experience to make a difference, working to prevent violence and abuse and helping to ensure that the needs of survivors are met.
- To help ensure that specialist independent services are sustainable and supported.
- To develop new skills, especially around leading a national organisation, management and strategy.
- To meet new people and develop new contacts.
- To broaden your experience and knowledge of the not-for-profit sector.
- To enhance your CV.
- To lead the direction of the charity over the next 5 years and ensure Wales takes the lead in preventing violence against women, domestic abuse and sexual violence, across the UK.

An induction and training programme will be provided, particularly for those without previous experience of Welsh Women's Aid or of being a Trustee.

**Eligibility:**

To be a Trustee of any charity you have to be capable of managing and administering your own affairs. A few people are disqualified from becoming a Trustee, including people who have unspent convictions relating to deception or dishonesty, undischarged bankrupts, those previously removed or disqualified from being Trustees or company directors and people who are disqualified under the Protection of Vulnerable Adults List.

Before becoming a Trustee you will be required to sign a standard declaration of eligibility and to consent to us undertaking an enhanced Disclosure and Barring Service (DBS) check.

If you are successfully recruited to become a Trustee we will inform the Charity Commission and Companies House of your appointment.

**Appointment and induction:**

Trustees are elected to the Board at the Annual General Meeting of Welsh Women's Aid. Trustees can be co-opted to the Board between Annual General Meetings and must then be confirmed at the next AGM.

All Trustees will be offered an induction to their role, providing an opportunity to learn about their duties and about different aspects of Welsh Women's Aid, including:

- An induction pack of essential information: a Trustee role description, copy of WWA governing document, annual report and accounts, and minutes of previous Trustee meetings.
- An opportunity to get to know other Trustees.



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- An opportunity to find out about the roles and responsibilities of Trustees thorough briefings at Board meetings or attendance at training.
- An opportunity to find out about the organisation – meetings with key staff, visits to services and premises or presentations by staff members.

Trustee appointments will be reviewed annually, and newly inducted Trustees should expect to serve for at least one term. Trustees report to the Chair of the Board, and WWA is working towards ensuring the Board's performance is reviewed annually.

### Meetings and other commitments

Trustees are required to attend up to 5 Board meetings a year: the Board of Trustees usually meets every quarter on a weekday evening between 5.30 – 8.00pm approximately. Meetings are currently being undertaken virtually, but usually take place in Cardiff. Travel and accommodation costs will be covered as required, but virtual dial in will still be available

Trustees are encouraged to join one of the Board Sub-groups, which also meet quarterly subject to Trustees' availability. Current sub-groups are Finance and Fundraising, Employment & HR, and Governance. In addition, Trustees are required to attend the WWA annual whole organisation away day, WWA Annual General Meeting, and Trustee learning workshops. Trustees will also be required to read documents and emails between meetings.

Whilst the role is unpaid, reasonable expenses are payable in line with Welsh Women's Aid travel and subsistence policy.

### How to apply:

Welsh Women's Aid is a women-led organisation and is committed to equality and diversity. This role is exempt under the Equality Act 2010 pursuant to Schedule 9, Part 1. Women only need apply. Applicants must be 18 or over. ***We particularly welcome applications from women from minoritised communities, and from South East Wales and North Wales regions who are under-represented on our Board.***

Applications should be made by completing the accompanying application form, and monitoring form.

The application form should address your personal interest in the role, and how your experience and skills enables you to support the Board, with particular reference to the criteria set above in the above 'Person Specification'.

Please return your forms by the closing date in the advert, marked for the attention of Rhian Price to: [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk).



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After considering your application the Board's recruitment panel will be shortlisting applicants for interview. In the meantime if you would like an information discussion about the position please email [Governance@welshwomensaid.org.uk](mailto:Governance@welshwomensaid.org.uk).

Welsh Women's Aid is a registered charity 1140962 and company limited by guarantee 7483469.