

November 18th 2009

TURNING POINT WOMEN'S CENTRE (TPWC) – BOARD OF TRUSTEES

Thank you very much for your enquiry. We are delighted that you are interested in supporting our work by becoming a Trustee. We enclose background information about TPWC and other information about the role of Trustees. You will find further information about our work on our website. If you have not been a Trustee before, we recommend you also look at the Charity Commission publication 'Becoming a Trustee' which can be downloaded from their website at www.charitycommission.gov.uk

If you would like to take this further, then please let us have a written application as described in the Guidance Notes. This should reach us, in one of the forms specified by 8th December 2009.

We would appreciate it if you would also complete and return the Monitoring Form.

If we feel that you complement our current Board and we would like to take your application further, we shall invite you to meet our panel in Leicester (reasonable travel expenses will be reimbursed against receipts). Our provisional dates for this are the week commencing 14th December 2009 but we have some flexibility and if this date is difficult, then please let us know straightaway. For those we invite to become Trustees, initial induction will be arranged in January.

We look forward to hearing from you. If you need further clarification or information, please do contact us by phone or email.

Yours sincerely

Michelle Skinner

Sara Davies

Michelle Skinner
Chair of Board of Trustees

Sara Davies
Chief Executive

Background Information

Vision

Turning Point Women's Centre has a vision of a society where there are no barriers to opportunities and achievement, where inspired women and families can determine what's best for them and can access the resources and support to enable them to lead creative, empowered and successful lives.

Purpose

Turning Point Women's Centre Ltd exists to inspire women and their families to change their lives and communities for the better.

Mission

Our mission is to enable women, girls and their families to overcome disadvantage, inequality and poverty by becoming a leading provider of services and recognised centre of excellence.

Strategic aims

- Increasing the number of women playing an active role in their community
- Improving the quality of relationships and interaction within families
- Enabling children and young people to access opportunities to enhance their health, development and wellbeing
- Developing opportunities to promote the needs and interests of women in policy and decision making processes

Background to the Centre

Turning Point Women's Centre has been transforming the lives of women and their families for over 21 years. Emerging out of a Self Help Action Group formed in the early 1980's on the North Braunstone Estate in Leicester, a Women's Centre was established in 1987. Initially developed as a place where women could come along, make friends and share problems, the Centre has grown considerably to provide a range of high quality and innovative community development services which deliver real outcomes for women and families, many of whom face considerable disadvantage. Despite this growth we maintain a strong "grass roots" approach to working within the community.

Although New Deal for Communities funding has, over the last 9 years, transformed the estate beyond recognition, Braunstone is still one of the most disadvantaged areas in England with North Braunstone facing particularly high levels of deprivation. There is still a 4 year gap in life expectancy compared with the average for Leicester, there are high levels of single and teenage parenthood, significantly more people claim income related benefits and, in 2005, no young person from the area left school with 5 A-C GCSE's.

In spite of this, Braunstone is a great place to work. There is a strong community spirit and a high level of active engagement in local services and volunteering. There is a strong and collaborative local Neighbourhood Management Board and, largely due to the recent efforts to regenerate the estate, there is effective

partnership working on many levels. It is also an exciting place to work where new, creative and innovative approaches have been developed to tackle inequalities and promote engagement, participation, achievement and environmental and economic development.

Finance and Funding

Like so many Third Sector organisations, Turning Point receives funding from a variety of sources. In the last 3 years we have received major funding from the New Deal for Communities Programme, the Parenting Fund, Leicester City Council, the European Social Fund (Co-financed by the Learning and Skills Council) and Connexions as well as small grants under the Neighbourhood Learning in Deprived Communities Fund. We also generate a small amount of income through childcare provision, room hire, training and development and acting as an administrative hub for National Open College Accredited Courses.

We are fortunate to own our own modest property, a converted shop on the Braunstone estate, which acts as our main premises. But we are currently also renting an additional property as an administrative base and are considering another as a training centre.

Turning Point had a difficult time in the early 2000's when the City Council withdrew grant funding from a raft of local charities. Turning Point was one of a handful of those organisations to survive through hard work and adapting to the new environment. Since then it has put a high priority on diversifying funding sources and building up reserves.

Considerable progress had been made but there is still a long way to go. In 5 years our annual turnover (now almost £800,000) has quadrupled, and we have built reserves of £100,000. We have just won one of only three Ministry of Justice contracts in the East Midlands to work with female offenders to reduce their risk of becoming repeat offenders. This is a considerable diversification of our funding base via delivering services in which we specialise to a new market.

We would particularly like to investigate the possibilities for generating our own income through trading or social enterprise to increase our independence and ability to operate creatively. Expertise from Trustees in this area would be much appreciated.

Staffing

Turning Point Women's Centre has grown considerably over the last 4 years. We recently created a Senior Management Team, consisting of 3 Service Managers (Children and Young People, Family Learning and Support and Adult Learning and Community Development). These Senior Managers and their staff deliver the operational work of the Centre. We are currently appointing to a new Business Manager post, which will allow the Chief Executive to carry out a more strategic development role, including liaison with the Board of Trustees. Our full staff complement is 8 full time and 9 part time staff. This is due to increase over

the next 12 months with up to 6 new posts being recruited to deliver the Ministry of Justice contract and a further 5 new post for young people being created under the Government's new Future Jobs Fund.

Our Work

We run the majority of our services using a community development based "full participation" model. Whenever possible we recruit local residents to deliver the services to their own community and we support them through accredited training, reflective supervision, coaching and, if budgets allow, payment of a training allowance. They often act as "peer educators" or "peer mentors" and deliver services such as parenting support, life coaching, family learning in the home, adult learning mentoring, stress reduction and wellbeing mentoring and Sex and Relationships Education to both young people and their parents. This approach provides real and challenging opportunities for residents to develop their confidence and skills, gain work experience and often find a new direction in life. Many go on to employment and further training including further and higher education. Our approach results in a fully accessible and sustainable service in which residents can relate to and learn from each other.

People who have participated in our services often go on to gain paid employment with us or become a Trustee/Director.

Underpinning all we do is a quality Early Years service, which provides sessional crèche care and works in partnership with local schools to provide an Afterschool Club. We take a child-centred approach to children's development where adults support children to extend their self-directed play and provide stimulation to be creative and follow their own curiosity. Much of our children's activities take place outdoors in our "discovery garden" (in all weathers!).

The Future

This is an exciting time to join Turning Point Women's Centre. Over the last 3 years we have started to deliver some of our unique services across both the city and the county and are about to develop a new Strategic Plan which will take us to the next stage in our development.

November 2009

Interested in getting involved ?

Further Information for prospective Trustees / Directors

Turning Point Women's Centre is a Charitable Company. This means it is a Company Limited by Guarantee as well as a registered Charity. Its 'Trustees' are both Trustees of the Charity and Directors of the Company and they oversee the work of the organisation.

So, what's involved ?

Being a charity trustee and company director is an important role. Trustees are individually and collectively responsible for the running and management of the organisation.

At TPWC we do not need to worry too much about the day to day running of the organisation because we employ a team of staff to do this. We do, however, need to ensure the organisation is governed effectively. Put simply, this means we need to ensure the organisation operates within the law (including charity and company law), and that we fulfil any contractual and statutory obligations the organisation has, this includes funding contracts.

The Trustees also have responsibility for the strategic direction of the organisation. This sounds very grand but basically means having a shared idea about what difference the organisation wants to make in the community and what it's main areas of work for the future are.

Our Board of Trustees meet quarterly to discuss the formal business of the organisation. We also have two sub committees - a project scrutiny and a finance scrutiny committee where we look in detail at some of the operational aspects of the organisation, these take place quarterly between Board meetings. We need some of our Trustees to agree to also attend one of these subcommittees. Occasionally we have other meetings. This year we have had special strategic planning, board development and Human Resource (staffing and employment) meetings.

The current situation

The current Board of Directors has spent the last 18 months developing systems and procedures to help improve the governance arrangements for the organisation. We are currently a group of 5 women of varying backgrounds and interests. We are really pleased with the progress we have made over the last couple of years and are keen to continue to develop the way we work as a team.

Exciting times

The coming year is going to be an exciting one. We will be developing a new strategic plan. This will outline our ideas to build on existing strengths in service delivery along with exploring new areas of work.

Plans to build upon the excellent work already carried out by Turning Point include further developing our work beyond Braunstone (the area where we have traditionally focused our energy). We also aim to develop our reputation as an influential campaigning agency fighting for women's rights, and in the areas of policy and strategy development in order to reflect the needs and aspirations of women here in the city of Leicester. We aim to explore social enterprise, trading and income generation ideas as well as strengthening our existing work with children, young people and families.

So, what's required of me and what's in it for me ?

We are looking for Trustees to help take TPWC into the next phase of its development. We need Women who are positive and committed to the principle of developing services for women, girls and families, women who feel they can help us develop, launch and oversee the implementation of our new strategic plan

In order to do this we are particularly looking for women with experience of;

Business development & trading

Marketing and PR

Legal background

Private sector

As well as those with knowledge of our areas of work.

It is important that Trustees act with integrity and commitment, and with an understanding of the responsibilities of charity trusteeship. Trustees are required to attend as many meetings as possible and to undertake some tasks between meetings. Trustees should have strategic vision, good independent judgment, the ability to think creatively, a willingness to speak their minds, and ability to work effectively as a member of a team.

We welcome expressions of interest/applications from anyone who can bring some of the above characteristics, including candidates where there is currently under-representation such as those of black/minority ethnic origin.

New members will be expected to attend an induction meeting and will receive supported from the Chair and other committee members.

Becoming a Director / Trustee of TPWC will give you the chance to be a part of the development of the Centre, it will give you experience of governance and operating at a strategic level. It will also enable you to make a real difference to the lives of women, children, families and disadvantaged communities.

The Role of Trustees

Formally, the Trustees of a Charity have the following general collective duties:

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

As TPWC is a regulated childcare provider, all Trustees will need to complete a CRB and OFSTED check. They will also need to sign a declaration of interest and code of conduct form.

To find out more about becoming a Trustee/Board member we recommend you look at the charity commission publication 'Becoming a Trustee' which can be downloaded from their website at **www.charitycommission.gov.uk** You can also find more information about the role and the responsibilities of becoming a company director at **www.companieshouse.gov.uk**