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## Interested in becoming a Trustee...?

Thank you very much for your enquiry with regard to becoming a Trustee. We are delighted that you are interested in supporting our work and enclose some background information about New Dawn New Day Ltd and other information about the role and responsibilities 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](http://www.charitycommission.gov.uk)

If you would like to take this further, then please complete the attached Trustees Expression of Interest form. An electronic version can be downloaded directly from our website <http://www.tpwomen.org.uk/jobs-and-volunteering.php>

If we feel that you complement our current Board and we would like to take your application further, we shall invite you to meet us in Leicester for which we will reimburse reasonable travel expenses.

Yours sincerely

*Jo Bowditch*

Jo Bowditch  
Chair of Board of Trustees

*Sara Swire*

Sara Swire  
Chief Executive



## **Background Information:**

### **Mission Statement:**

New Dawn New Day Ltd works with women and their families, inspiring them to reach and exceed their potential and to overcome disadvantage and inequality in their lives and communities.

We provide innovative services of outstanding quality and New Dawn New Day Ltd is the organisation women, their families and other agencies choose to work with

### **We achieve our mission by:**

- Encouraging women to have a positive impact in their communities
- Supporting women, children and young people to live happy, healthy lives within positive and supportive families
- Understanding the needs of women, knowing what works and promoting women's interests at local and national level

### **History of the Organisation:**

New Dawn New Day Ltd has been transforming the lives of women and their families for over 25 years. Emerging out of the North Braunstone Women's Self Help Action Group formed in the early eighties on the Braunstone Estate in Leicester, a Women's Centre was established in 1987. The women who developed the centre felt it had been such a "turning point" in their lives they decided to name the organisation "Turning Point Women's Centre".

Initially developed as a place where women could come along, make friends and share problems the Centre developed considerably over the next 20 years 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. Over the past 5 years we have delivered a diverse programme of learning and development opportunities, including accredited qualifications, unique "peer led" family learning and mental health and wellbeing

services and supported the development of parent volunteering in Children's Centres in the County. We have also developed specialist services to support vulnerable women and their families, in particular teenage parents and women at risk of offending.

We currently run the following services:

- We continue to manage the Women's Centre in the heart of Braunstone.
- Based at the Centre is "Little Explorers" Crèche – a provision dedicated to improving the enhancing the health, wellbeing and development of local children
- We deliver "Just Women" - an intensive support programme for women who are or have been in the Criminal Justice System. The aim of this work is to divert women from custodial sentences and reduce women's reoffending
- We work with local schools in teenage conception hotspots delivering "On Your Level" – a Peer Education based Relationships and Sex Education programme educating young people about healthy relationships and the realities of being a teenage parent
- We deliver education, training and support to young women and young mothers
- We run an Afterschool and Play project which delivers supervised play activities for children in both the Braunstone community and local schools.

In April 2011 we changed our name to "New Dawn New Day Ltd".

## **Funding:**

Like many Civil Society organisations we receive funding from a variety of sources. In the last 3 years we have received major funding from the New Deal for Communities programme, the Ministry of Justice, the Corston Independent Funders Coalition, Leicestershire and Rutland Probation Trust, the Parenting Fund, Leicester City Council, the Tudor Trust, Lloyds TSB, Charnwood Borough Council and Connexions. 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 Network Accredited Courses.

Like many organisations operating in a climate of public spending cuts New Dawn New Day Ltd is facing a number of challenges. However, due to careful financial management over the last few years we have built up a solid reserve base (currently standing at £190K) and are confident that will be able to adapt to the funding climate. We are currently developing a new business plan which aims to create a diverse and sustainable funding mix, including fundraising activity to generate “voluntary” income, building up our support base, attracting philanthropic donations and grants and generating income through trading activity as well continue to bid for public sector contracts. We have an excellent track record of innovation and successful delivery of services on which to build and are fully engaged in local strategic partnerships.

## **Staffing**

Turning Point Women’s Centre has grown considerably over the last 5 years and as a result of this we have restructured and strengthened our leadership and management team. We have a Chief Executive who has worked with the organisation for 13 years and was instrumental in creating the growth and success we have experienced. Our Service Manager who oversees our project and service delivery has also been with the organisation for over 10 years. Last year we invested in creating a Business Manager post to strengthen our infrastructure and recruited an experienced member of staff who has delivered considerable cost savings through an efficiency review and will fulfil a crucial role within the new climate.

We currently employ a team of 15 staff on a full and part time basis.

## Interested in Getting Involved ?

New Dawn New Day Limited 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.

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 New Dawn New Day Ltd, our Trustees' role is very much one of "governance" in that they are not directly involved in the day-to-day running of the organisation. They 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 including funding contracts. The Trustees also have responsibility for the strategic direction of the organisation, namely a shared idea about what difference the organisation wants to make in the community and what its main areas of work for the future are.

Some Trustees who have a particular interest or expertise in some of the projects and services delivered may want to take a direct advisory and support role for that area of work and we find this to be very useful. However, there is no expectation for a Trustee to be involved outside their main role on the Board.

## The role of Trustees

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

- To ensure that the organisation promotes its charitable objects and complies with its governing instruments and with relevant law and regulations
- To safeguard the charity's good name and values
- To give strategic direction to the charity, setting overall policy, defining goals and targets, and evaluating performance against these
- To ensure that the charity 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 New Dawn New Day Ltd is a regulated childcare provider, all Trustees will need to complete a CRB check. They will also need to sign a declaration of interest and code of conduct form.

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.

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

As well as the general role of a Trustee, some Trustees take on additional “Executive” roles. These are currently Chair and Treasurer.

## Meetings

Our Board of Trustees meet up to 11 times a year, approximately every 6 weeks, to discuss the formal business of the organisation. Four meetings a year concentrate on performance management in that they look closely at each area of service delivery to ensure that the contracts are being delivered effectively. The other four meetings look at more general matters and usually include:

- a quarterly financial report from the Treasurer
- a Health and Safety report
- a review of the organisational risk register
- any policies and procedures requiring Trustee approval
- any matters regarding governance (eg Trustee recruitment)
- any HR matters requiring Trustee involvement

In September each year and there is an Annual General Meeting (AGM) at which the accounts and annual report are presented to the organisation’s members. In addition to the above, the Board also hold 1 to 2 planning and review meetings a year. These meeting look at overall strategy development, visioning etc and review the overall governance arrangements for the organisation.

The meeting calendar is set annually and meetings are generally held on the **Tuesday evenings** and take place from 5.30pm until 8.00pm. Light refreshments are provided at meetings and reasonable out-of-pocket expenses such as travel are reimbursed.

## 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 people 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

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.

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

As New Dawn New day Ltd is a regulated childcare provider, all Trustees will need to complete a CRB 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](http://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](http://www.companieshouse.gov.uk)



## Role of Description for a Trustee

**Job purpose:** To further the organisation, keeping within its charitable objectives.

### Main tasks

- To take part in formulating and regularly reviewing the strategic aims of the organisation.
- With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
- With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

### Main duties

#### 1. Formulating strategic aims

- Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

#### 2. Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
- Attend meetings of the trustees.
- Reflect the trustees' policies and concerns on all its committees, sub-committees, groups.

#### 3. Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Maintain good relations with senior managerial staff.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.