

SMART WORKS FUNDRAISING TRUSTEE

Location: Edinburgh

Closing date: Wednesday 31 August 2022

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

After visiting Smart Works, 72% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past eight years, Smart Works has helped over 20,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

This is a hugely exciting time for Smart Works as we are expanding our services across Scotland. Alongside our centre in Edinburgh, we plan to open a new centre in Glasgow in the Autumn, becoming Smart Works Scotland, subject to pending legal permissions.

ABOUT THE ROLE

This is a hugely exciting time for Smart Works Edinburgh as we are expanding our service across Scotland. Alongside our centre in Edinburgh, we plan to open a new centre in Glasgow in the Autumn, becoming Smart Works Scotland, subject to pending legal permissions.

We are looking for an energetic, creative and forward-thinking fundraiser to join our Board of Trustees in Scotland. This is an important position, with the successful candidate working closely with the Chair of Trustees to ensure Smart Works Scotland is well-run, effective, and there for any woman who needs our help.

This is an exciting opportunity for someone looking to use their professional fundraising experience for good. You will help determine the strategic direction of Smart Works and will use your skills and talents to help the charity thrive and transform the lives of unemployed women across Scotland.

PERSONAL SPECIFICATION

This is a voluntary and unpaid position and applicants must believe in the mission of Smart Works, align with the values of the charity and be prepared to give the role the time it requires.

It is important the applicant has time to give. Trustees usually give a few hours a week to Smart Works.



SKILLS AND EXPERIENCE

- ✓ A proven track record as **a senior charity fundraiser** with a sound understanding and experience of charity fundraising at strategic and operational levels.
- ✓ **Overall leadership and drive** to deliver the fundraising strategy, ensuring the development of the overall governance and success of the charity.
- ✓ Ensure there is the right breadth and depth of **fundraising and communications skills**, with access to the right networks, so that the charity is in the best possible position to develop and deliver high-quality strategies in fundraising, marketing and communications.
- ✓ **Commitment to the organisation** and a willingness to devote the necessary time and effort.
- ✓ **Capacity to challenge, engage and contribute** to the work of the Board in a positive manner.
- ✓ **Ability to build and sustain relationships with key stakeholders** and colleagues to achieve organisational objectives.
- ✓ **Embody the values of Smart Works**, with a commitment to fairness and to promoting equality and diversity, acting at all times with honesty and integrity.

HOW TO APPLY

To apply, please submit a CV and short covering letter (no more than two pages) outlining why you are interested in and well suited to the position.

Please note that we will be interviewing for this position throughout the application window, so please submit your application as soon as possible.

All applications should be sent to maggie.darling@smartworks.org.uk by Wednesday 31st August. Please provide telephone and email contact details.

SMART
WORKS
EDINBURGH

**WE CAN'T WAIT TO
HEAR FROM YOU**

