



Candidate Recruitment Pack
Trustee -fundraising lead

Registered Office

3 Museum Square
Leicester LE1 6UF

Registered Charity 1034869
Company Limited by Guarantee 2898859

Who we are?



New Dawn New Day is a recognised leader in delivering trauma based services to women and girls who have multiple and complex needs, providing them with therapeutic support to divert them away from becoming involved in the criminal justice system.

Working with strategic partners, including the Home Office, Ministry of Justice, Probation Service and the Office of the Police and Crime Commissioner, our services embody the principles of trauma-informed care in that they are:

- Designed to maximise safety
- Strengths-based and person-centred
- Routinely screen for trauma in the client's history
- Recognises and responds to the role of trauma in a person's life and the issues they present with
- Delivers interventions which raise awareness of the client's trauma response to support their self-awareness and self-efficacy
- Creates a supportive and reflective working environment for all staff to help reduce the impact of their clients' trauma on their own wellbeing
- Offers access to trauma-focussed psycho-educational programmes and psychological therapies

Trustee Role

We're looking for an enthusiastic and talented individual with fundraising knowledge and expertise to join our Board of Trustees to help shape and deliver effective governance of the charity and to oversee implementation of our Strategic Programme. We want to expand the services we offer and as a trustee you will bring fresh perspectives, ideas and skills to help achieve our goals.

You will be expected to attend up to 4 board meetings per year and you may be asked to lead or contribute to board projects. These meetings are held either in person at our premises in Leicester city centre or remotely, via video conferencing.

We also hold 2 Trustee away days per year focussing on strategic discussion and team building.

The role of trustee is not accompanied by any financial rewards, although reasonable expenses for travel may be claimed.

The Person

An understanding of and experience in charity fundraising at strategic and operational levels would be an advantage, but not essential. Whether you are at an early stage in your career seeking experience in a trustee role or an established professional looking for further development, and challenges, this is a great opportunity to support an exciting and innovative charity and to work with a dynamic and supportive trustee board.

Why are we looking for fundraising skills?

We have recently agreed a new strategy which aims to grow and diversify our income stream over the next 3 years, become less reliant on grants and service contracts and to increase income from fundraising activities, individual and corporate partnerships and donations. Although our current board is drawn from a range of diverse backgrounds with a wide set of skills and expertise, we recognise that experience in creating or implementing fundraising strategies, or, in running multi-stranded fundraising programmes would enhance the board's skill set.



What difference will you make?

New Dawn New Day works with women using a non-judgmental and trauma-informed approach. We work with the whole person, not just one issue or problem. Our way of working is both holistic and psychologically informed and balances support and empathy.

As a Trustee, you can support the work of a dedicated, highly motivated innovative organisation which has a track record of making a difference in women and girls lives.

What's in it for you?

- An opportunity to make a positive impact within a charity that makes a real difference to women and girls who have experienced significant trauma and disadvantage in their lives.
- Build on and develop your governance, leadership and strategy skills

Specific sector knowledge is not a requirement to be a Trustee, and we will provide an induction and training for the successful applicant. This will help you gain an understanding of the particular issues and disadvantages facing women, knowledge of the criminal justice and social care sector system, domestic abuse, sexual violence and mental health issues, all of which are part of the wider operating environment in which we work.

Responsibilities

New Dawn New Day is a limited company as well as a registered charity, so members of our trustee board are directors of the company as well as trustees of the charity.

At its simplest, the role of the trustee board is to receive assets from funders and donors, safeguard them and apply them for the charitable purposes as declared in our charitable objects.

The trustee board must always act in the best interests of New Dawn New Day and the trustee board must act as a group and not as individuals.

The responsibilities of New Dawn New Day Trustees (NDND) are to:

- Ensure that the charity operates in accordance with its constitution, charity law and any other relevant legislation and pursues its charitable objects as defined in its governing document
- Ensure that the charity applies its resources exclusively in pursuance of its objects, i.e., the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Contribute actively to the board of trustees in providing strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the New Dawn New Day
- Ensure the effective and efficient administration of the charity
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

At New Dawn New Day, the role of a Trustee is very much one of governance and support. Each trustee must have:

- A commitment to the mission of NDND
- A willingness to devote the necessary time and effort
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to contribute effectively as a member of a team and to take decisions for the good of NDND.

Additionally, we are looking for candidates who demonstrate:

- Integrity
- Good, independent judgement
- An ability to think creatively
- A willingness to bring their specific skills, knowledge and experience to the role.

Time commitment

There are 4 Board Meetings in the year, taking place in March, June, September and December. We also plan to hold 2 Board away days in Spring & Autumn.

Board Meetings are generally held on Tuesday evenings between 5.15pm and 7.30pm.

Some preparation work is required before each meeting e.g., reading through board papers and preparing for discussions.

Trustees with specific roles may be required to lead on some strategic development work and assisting the management team on specific projects in addition to attending meetings.



Terms and Conditions

Trustees are appointed for a period of 1-3 years after which they are usually welcome to stand for re-election. Reasonable out of pocket expenses will also be provided to support trustees to carry out their role effectively.

The Process

If you are interested in applying for this trustee position, please email our Business Support Manager, Meg Foxall at meg.foxall@ndnd.org.uk. If you have any initial questions regarding our current fundraising activities you can contact Meg for an informal chat on 07745 334793.

She will also arrange for you to speak with our CEO, Sara Swire for an informal, exploratory conversation where you can find out more about the charity and discuss how your skills and knowledge would be a good fit.

If following this discussion, we mutually agree to proceed with an application you will be asked to provide us with a CV and letter of application, outlining your reasons for applying and how you are able to contribute to the charity.

We will then shortlist candidates to attend an interview with the Chair and other trustees.

Due to the nature of New Dawn New Day's work all trustees are required to undergo a number of checks including references, a disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.

Closing date for applications is Wednesday 1st February, and shortlisted candidates will be notified week commencing Monday 6th February. Interviews will take place in the week commencing 13th February at our offices.

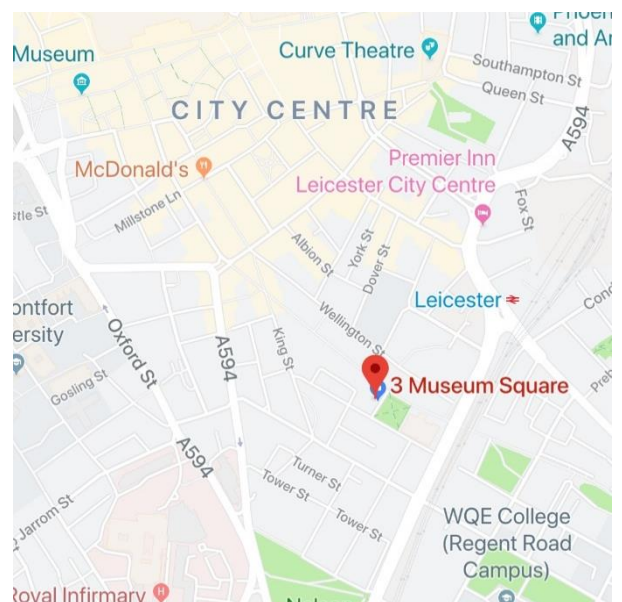
Location

New Dawn New Day based just off Leicester's historic New Walk.

We are a 10 minute walk from Leicester City Centre and a 5 minute walk from Leicester Station.

Our address is

**3 Museum Square
Leicester
LE1 6UF.**



Further Information

Further information about New Dawn New Day can be found at our [website www.ndnd.org.uk](http://www.ndnd.org.uk), our page on the [Charity Commission website](#) and on the [Companies House website](#).

The [Essential Trustee](#) is useful guide produced by the Charity Commission about the roles and responsibilities of Trustee.

Further guidance about the responsibilities of Company Directors can be found on the [Companies House website](#).

Copies of our full accounts can be downloaded from the [Charity Commission Website](#)

