



## **Do you want to make a real difference to the lives of women survivors of war and conflict?**

Women for Women International- UK (WfWI-UK) is seeking new trustees to join our Board and support our transformative work with the most vulnerable women in war-torn countries. These positions are voluntary.

This is a unique opportunity to play a role in tackling some of the major issues of the day and making a real difference; to bring your skills and experience to assist an extremely successful team and support the next stages of growth and advancement. Our vision is ambitious for the women we serve, and we need to expand our group of skilled advisers to help deliver on this ambition.

### **About Women for Women International**

When there is an outbreak of war or violence, women suffer most – they experience trauma, sexual violence and the death of loved ones. After the conflict is over, the world's attention moves on, but these same women are left to rebuild their families and communities.

Women for Women International supports women who live in some of the world's most dangerous places. Women enrol in the charity's year-long training programme, where they learn how to earn and save money, improve their family's health and make their voices heard at home and in their community.

Since 1993, the charity has helped more than 479,000 marginalised women survivors of war in Afghanistan, Bosnia and Herzegovina, Democratic Republic of Congo, Iraq, Kosovo, Nigeria, Rwanda, South Sudan and most recently in Iraq working with Syrian refugees, and displaced Iraqi and Yezidi women.

With over twenty brutal armed conflicts across the globe, there's never been a greater need to support women survivors of war.

For more information on Women for Women International, please see <https://www.womenforwomen.org.uk>

### **About the role**

**We are looking to appoint several new Trustees to the Board.**

We are particularly seeking individuals with **substantial expertise** in any of the below, and a belief that your skills will contribute to the strong and effective governance of a medium-sized charity:

**1) Restricted fundraising via grants from a range of sources** – an individual/s with expertise in this area either from a fundraising background or as a grant maker. Your experience must be in a relevant field.



**2) Unrestricted fundraising** – an individual/s with expertise in community fundraising, corporate fundraising, events, Individuals. Your experience must be in a relevant field.

**3) Communications** – communications that drive action and have achieved financial objectives. Your experience should be in delivering within a global team, operating with limited resources.

**4) Policy and advocacy relevant to women’s rights in international development and conflict** – we would welcome applicants with experience in global policy/advocacy (e.g. with international networks, multilaterals etc.).

All applicants should have a proven **track record and senior level knowledge of a range of relevant skills** and show a **demonstrable interest in and understanding of the Women, Peace and Security sector and/or Gender and Development**.

#### **Person specification**

**In addition to having expertise in a relevant field, the ideal candidate(s) will have:**

- a genuine interest in women’s rights and supporting our work with women survivors of war.
- a commitment to the values of Women for Women International – UK.
- proven expertise and experience of the non-profit sector.
- the time and commitment to attend meetings and read papers.

#### **Terms and Commitment**

**Location:** Board Meetings are held in London, UK

**Hours:** The Board meets quarterly. All members are expected to attend the meetings either in person or via telephone/skype/video conference and assist with relevant matters between meetings. Trustees are appointed for a 3-year term, with a maximum of 3 terms possible. For further information, please consult the Trustees’ Role Description, in appendix 1 below.

Trustees are required to follow the Code of Conduct, please see appendix 2 below.

**Salary:** Voluntary, unpaid appointment, reasonable travel expenses will be paid if required and where necessary

**Deadline for applications:** 25<sup>th</sup> February 2019



### **To apply or find out more**

To apply, please send your CV, and a covering letter outlining how your previous experience, knowledge and skills equip you to meet the requirements of the Person Specification to [UKRecruitment@womenforwomen.org](mailto:UKRecruitment@womenforwomen.org).

*Women for Women International is an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family status, ethnicity, sexual orientation, age or disability status. Women for Women International UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales.*

### **Appendix 1**

#### **WOMEN FOR WOMEN INTERNATIONAL (UK)**

##### **TRUSTEES' ROLE DESCRIPTION**

Trustees are the people responsible under the governing document of Women for Women International UK (“**WfWI UK**” or the “**Charity**”) for controlling the management and administration of the Charity.

A Trustee is required to act reasonably and prudently in all matters relating to the Charity and, in executing her/his duties, must always bear the interests of WfWI UK in mind.

##### **The role of a Trustee is:**

- To ensure that WfWI UK complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that WfWI UK pursues its objectives as defined in its governing document<sup>1</sup>
- To ensure that proper financial controls are maintained and ensure that WfWI UK applies its resources exclusively in pursuance of its objectives i.e. the Charity must not spend money on activities that are not included in its objectives, no matter how worthwhile or charitable those activities are
- To set and maintain vision, mission and values
- To oversee the development of strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure accountability
- To oversee employment procedures and respect the roles of staff/volunteers

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<sup>1</sup> Women for Women International's aim is to provide women in conflict and post-conflict countries with the tools and support to advance from crisis and poverty to stability and self-sufficiency; and to influence UK and international development policy by amplifying the voices of women and by commissioning and promoting research studies.



- To support the operational management of the organisation
- To draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- To ensure that risk assessments for all aspects of the business are carried out
- To safeguard the good name and values of WfWI UK and its affiliate Women for Women International<sup>2</sup>
- To maintain effective board performance and ensure the effective and efficient administration of the Charity including funding, insurance and premises
- To promote WfWI UK and its affiliate Women for Women International to one's networks and contacts to support the delivery of the strategy and leverage support to make a direct and positive difference
- To act in the best interests of the Charity, never in one's own personal interests or in those of another organisation

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise. Members should consult the Charity Commission website at [http://www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/ccpubs3.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx) which gives useful guidance concerning the duties of a Trustee of a UK charity.

### **Committees**

The following Board committees are in place, and Trustees may be asked to sit on one or more of these committees, depending on their individual skill sets and interest. Other committees may be created as needed. The time commitments for committee service vary depending on the purpose of the committee and will be discussed with individual Trustees in deciding on which committees they should serve. In some cases, a Trustee will also be asked to chair a committee. Committee members and chairs are appointed by the Board of Trustees:

- The Executive Committee
- The Nominations Committee
- The Remuneration Committee
- The Finance and Audit Committee
- The Fundraising, Marketing and Communications Committee

### **Financial Donations**

Each member of the Board of Trustees of Women for WfWI UK should treat the Charity as one of his/her philanthropic priorities and should make a financial donation at least annually. 100% participation by the Trustees is a critical aspect of successful fundraising and of obtaining

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<sup>2</sup> WfWI registered address: 2000 M Street, NW, Suite 200, Washington, D.C. 20036, USA



foundation and government grants.

### **Appointment of Trustees**

Trustees are appointed by the Board of Trustees.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

### **Term of Service and Meetings**

Board Members are appointed for a three-year term renewable twice for a maximum of nine years. The Board meets four times a year. The meetings occur in Central London and generally take three to four hours. On occasion special meetings of the Board will be called by the Chair to address matter that come up between regularly scheduled meetings. Once a year, usually in June in Washington DC, a global Board meeting is held with the Board of Directors of Women for Women International.

## **Appendix 2**

### **WOMEN FOR WOMEN INTERNATIONAL (UK)**

#### **TRUSTEES' CODE OF CONDUCT**

##### **1. Purpose of the code**

This code of conduct aims to define the standards expected of WfWI-UK's trustees in order to ensure that:

- the organisation is effective, open, accountable, and faithful to its values;
- the highest standards of integrity and stewardship are achieved; and
- the working relationship with staff and advisers is productive and supportive.

##### **2. Code of conduct**

In discharging their duties as a trustee of WfWI-UK, trustees are expected to demonstrate:



- a. **Selflessness** - Trustees have a general duty to act with probity and prudence in the best interest of the charity as a whole. They should not act in order to gain financial or other benefits for themselves, their family, their friends, or the organisation they come from;
- b. **Integrity** - Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation or its staff (Annex 1 note 1);
- c. **Objectivity** - In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits, or transacting other business, trustees should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves, the trustees should consider appropriate professional advice;
- d. **Accountability** – Trustees have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the charity and are accountable to the organisation’s global parent, the UK regulator, and other stakeholders for their decisions, the effectiveness of the board, and the performance of the organisation;
- e. **Openness** - Trustees should ensure that confidential information and material, including material about individuals, is handled in accordance with due care, so that it remains confidential and reflects data protection laws. In addition, they should be as open as possible about their decisions and the actions that they take. As far as possible, they should give reasons for their decisions and restrict information only when the wider interest clearly demands;
- f. **Honesty** - Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable, and to disclose any potential conflicts at the earliest opportunity (Annex 1 note 2);
- g. **Leadership** - Trustees should promote and support the principles of leadership by example (Annex 1 note 3);
- h. **The values of WfWI-UK** - Trustees should be guided by a desire to reflect the values and the ways of working of WfWI-UK (Annex 2).

### 3. Breaches of the code

In cases where there is a concern that a trustee has breached this Code, the matter will be reported to the Chair and reviewed by the Chair and another trustee, or two trustees appointed by the Chair, who will make a recommendation to the Board. (If a concern has been raised about the Chair, the matter should be reported to the Vice Chair and the review will be undertaken by the Vice Chair and another trustee). The board will decide whether to discuss the recommendation in closed session. Any sanctions will be determined by the board, up to and including requiring the trustee concerned to resign from the board. The trustee will accept the decision of the board in such cases.



#### 4. Trustees declaration

Once a year, as part of the annual audit, each trustee will be asked to make the following declaration:

- a. I am not an undischarged bankrupt;
- b. I have not been removed from trusteeship of a charity by a Court or the Charity Commission;
- c. I am not under a disqualification order under the Company Directors' Disqualification Act 1986;
- d. I am, in the light of the above, not disqualified by section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from acting as a charity trustee;
- e. I undertake to fulfil my responsibilities and duties as a trustee of the charity in good faith and in accordance with the law and within the charity's objects, mission and values;
- f. I do not have any financial or other interests in conflict with those of the charity (either in person or through family or friends or business connections) except those that I have formally notified in a conflict of interest statement;
- g. I will make known any interest in any matter under discussion which creates either a real danger of bias (that is, the interest affects me, or a member of my family, or friends, or organisation, more than the generality affected by the decision); or which might reasonably cause others to think it could influence the decision, and withdraw from the room and not participate in discussion or decision making, unless the remaining Trustees agree otherwise.
- h. I will abide by the code of conduct for trustees of the charity;
- i. In the event of my breaching the code I am prepared to accept sanction as determined by the board.