



Women's Counselling and Therapy Service

Chair of Trustees Recruitment

Candidate Information Pack 2022



Visit our website - www.womenstherapyleeds.org.uk

Contents

1. Introduction.....	3
Welcome from the Trustees	3
1.1 About the Service	4
1.2 The role of the Board of Trustees	4
1.3 About role of the Chair of the Board.....	5
1.4 Role description	5
1.5 Person specification	6
1.6 Terms of appointment including time commitment	6
1.7 What WCTS offers in return.....	7
2. How to apply for the role of Chair	8
3. Timetable.....	8
4. Diversity and Inclusion	9
5. Reasonable adjustments	9
6. How to ask questions during the recruitment process.....	9

1. Introduction

Welcome from the Trustees

Thank you for your interest in the role of Chair at Women's Counselling and Therapy Service.

This is a unique opportunity to lead a highly regarded, specialist organisation as we celebrate 40 years of services and move into the next stage of development.



This is a critical time for beneficiaries as we understand more about the impacts of the pandemic in the context of exploding costs of living and increasing social challenges.

The organisation has grown five-fold over the last 10 years, a journey of building on success as well as change. The new Chair will lead a 2023 review of strategy shaping the organisation's offer into Leeds and more widely for the next five years.

So, you will be joining us as we start to deliver the future direction and impact of the charity. We very much hope that you will be able to join the Board and lead us during this next exciting journey.

Yours sincerely,

WCTS Board of Trustees

1.1 About the Service

WCTS has operated continuously since 1982, initially as an Industrial and Provident Society with charitable objectives, and then as a charitable company limited by guarantee from 2011. WCTS is governed by articles of association. The Board comprises between eight and twelve trustees.

Our charity objectives are to:

1. Provide advice and guidance, counselling and psychotherapeutic services including self-help support for women and girls of all ages
2. Advance the education of the public and of psychotherapists and mental health workers in particular, in the causes, effects, treatment and reduction of psychological/mental health problems in women and girls.

We operate mainly in the Leeds area, and particularly in areas suffering from economic deprivation working with women 16+ experiencing multiple disadvantage.

Our aims are to support marginalised and vulnerable women recover from the impacts of negative life experiences and improve their life chances by: reducing their levels of psychological distress/mental health problems; improving their levels of self-esteem and confidence; increasing their resilience; empowering them with skills for dealing with problems or tackling difficult situations, relationships and, for some, mothering.

We offer access to trauma specialised long-term i.e. up to two years, psychotherapeutic services that take account of both gender and wider power structures in society, and the potential impact of severe and/or long-term adversity on development, capacity to form and sustain healthy relationships and resilience.

You can read more about our 40-year history [here](#)

You can read our latest Impact Reports, Evaluations and Financial Accounts [here](#)

1.2 The role of the Board of Trustees

The Board oversees and is accountable for the efficient running of WCTS, ensuring it is solvent, well run and of good reputation, safeguarding assets and applying them for the charitable purposes as detailed in our charitable objects.

WCTS Board is, however, much more than that: it is engaged in and supportive of the CEO, staff and the work, providing inspiration and constructive challenge. The Board and staff team work together to review progress and develop strategy.

WCTS is a charity registered in England and Wales and is a registered company. Note that when people become a trustee of the WCTS, they also become a director of a registered company with the responsibilities that come with this role. WCTS has insurance to cover our activities including Trustee Indemnity insurance.

1.3 About role of the Chair of the Board

We are seeking someone to lead the Board and support the CEO in the next stage of our development. Someone who is a great communicator, inclusive and empathetic in leadership, with a strategic perspective.

As a psychologically based organisation it would be great if you have knowledge or deep interest in mental health and counselling, and have sound experience of charity particularly of women's services working with disadvantaged or marginalised communities. Business thinking is important too, networking at Board level, considering growth and scale within the context of our beneficiary group as is knowledge of long-term psychotherapeutic work at depth with the consequences of trauma.

1.4 Role description

In addition to the general responsibilities of a trustee, the duties of the Chair include:

Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's strategic plan, charitable purposes to provide public benefit, and supporting the CEO who will ensure the plan is delivered, by:

- Chairing the board of trustee meetings (usually eleven meetings a year, plus a strategic away day). Bringing impartiality and objectivity to decision-making
- Undertaking annual review of board structure, role, and effectiveness, ensuring the WCTS works towards the highest standards of governance, and its systems and processes adhere to the Charity Governance Code. Including annual individual meetings with trustees to support their access to full contribution
- Developing the board of trustees including skills and diversity, induction, training, review, and succession planning, managing any conflicts and liaising with the CEO to achieve this
- Providing support to the CEO in their role of implementing board decisions including meets its diversity and inclusion plan, delegated to the CEO to deliver
- Supporting and appraising the CEO
- With the board ensuring WCTS complies with all relevant legislation and best practice
- With the CEO, planning the annual cycle and agendas of board meetings and the annual general meeting
- Working with the Treasurer and the CEO to support financial forecasting and preparation of financial statements
- Working with the Company Secretary, ensuring compliance with regulations, timely reviews of the articles of association, and any changes of company and charity law are understood by the board and implemented
- Delegates responsibilities of the Chair's role to the vice-chair, who then acts for the chair when the chair is not available
- Occasionally representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Outside board meetings, taking Chair's action when required, consulting as widely as is appropriate in the time scale available and keeping the board informed of important decisions.

1.5 Person specification

The Chair should have the following:

Skill or experience	Essential / Desirable
Strong affinity with WCTS' vision and mission	Essential
Strong inclusive and empathetic leadership skills including reflexivity, tact and diplomacy	Essential
Excellent engagement, communication and interpersonal skills	Essential
Impartiality, fairness, and the ability to respect confidential matters	Essential
Experience of board governance for at least three years	Essential
Experience of supporting senior executives	Essential
Experience of contributing to a charity board ideally for at least a year	Desirable
Knowledge of the counselling and psychotherapy field	Desirable
Leadership expertise from a similar role	Desirable

1.6 Terms of appointment including time commitment

The time commitment for the role of Chair is expected to be 8-10 hours per month, including:

- Board and other trustee meetings – 11 board meetings and AGM in person. (Board meetings are the third Monday of the month.)
- Six weekly meetings to support the CEO plus an annual performance review.
- Annual individual meetings of board officers and trustees: 8 – 10 meetings of around 1.5 hours each.
- Strategic thinking time –to consider the priorities for the organisation.
- External meetings – occasional external meetings, as agreed with the CEO.

The term of office is initially for three years, from November 2022. The Chair can stand for re-election for further terms of three years.

1.7 What WCTS offers in return

You will be joining and leading an active, positive, skilled board: WCTS has strong commitment and contribution from its trustees, and staff work closely to support good governance. WCTS will offer full support to its new Chair in the form of induction, membership of the Association of Chairs, and other development, reflection and learning opportunities.

All trustee roles are unremunerated, although out of pocket expenses will be paid.

2. How to apply for the role of Chair

To apply, please send your application to donnacremmin@womenstherapyleeds.org.uk by **30 September 2022 and include:**

1. **Two-page** CV including names of two references
2. **Supporting statement** covering how you meet the person specification (please address each point ideally with examples)
3. **In your covering email, please give details of:**
 - Business or other interests which might give rise to conflict of interest, and how you could address this should your application be successful
 - Any specific dates in the timetable below that you will be unavailable for interview, for example, due to holidays
 - Where you heard about the role e.g., Reach volunteering, Environment Job
4. **Diversity and Inclusion.** We actively welcome applications from all women from diverse backgrounds, including and especially women of colour. In order to monitor our progress you are invited to complete and return [this monitoring form](#). The form will not be treated as part of the application, it is treated as confidential and used only for statistical purposes.

Please note that:

The roles are subject to two satisfactory references and an enhanced Disclosure and Barring check. See a full timetable for the recruitment process below.

3. Timetable

Applications open	w/c 1 August 2022
Meet the trustees– you are invited to find out more about WCTS, meet some of the trustees and the CEO in this hour at our offices. Book by emailing Donna Cremin <i>Please note that this is not part of the application / selection process.</i>	19th Sept 2022, 6pm Portland House 5 Portland Street LS1 3DR
Deadline for applications	30 September
Successful candidates invited to interview and sent interview questions	5 October
Interviews with successful candidate	10 -14 October
Decision and all candidates informed	18 October

Interviews will be in person, with three current trustees and will be supported by the CEO. The interview panel will then determine their preferred candidate and advise the full Board on their recommendation.

4. Diversity and Inclusion

We actively welcome applications from all women from diverse backgrounds, including and especially women of colour. WCTS is committed to equality, diversity, and inclusion.

We aim to create a culture that is open about the imbalance of power for many; one that respects and values diversity and difference promoting dignity and equality, and encouraging individuals to develop and maximise their true potential.

5. Reasonable adjustments

We recognise and welcome our responsibility to remove any barriers in our recruitment and selection process for women with disabilities. We have made changes to do this, and if you have a disability and identify any further barriers in the job description or recruitment process, please tell us of these in your application, or contact us (see below). We are committed to making reasonable adjustments to the role wherever possible and it would help us to know your needs to do this. Any such enquiries will be treated as strictly confidential.

6. How to ask questions during the recruitment process

If you have any queries about any aspect of the recruitment process, need additional information or wish to have an informal and confidential discussion then please contact Tessa Denham, Chief Executive Officer, Women's Counselling and Therapy Service at tessadenham@womenstherapyleeds.org.uk or Donna Cremin, Support Services Manager at donnacremin@womenstherapyleeds.org.uk

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