



Joanna Project Trustee Applicant Pack

Dear applicant,

Thank you for your interest in serving as a Joanna Project Trustee. In this pack you will find the information you need to discover more about the Joanna Project and the trustee board.

The Joanna Project

We work with women who are facing multiple disadvantages, trapped by life controlling addictions and who are often involved in street sex work with all the exploitation and danger that involves. For further information visit our website www.joannaproject.co.uk

The Joanna Project is grounded in and motivated by Christian Faith and governed by Biblical principles yet works inclusively with women irrespective of their personal beliefs and values. While we are committed to working inclusively with women of all faiths and none, to maintain and uphold the Christian ethos which the Joanna Project is founded on, we require Trustees to have an active Christian faith.

Charity trustees are the people who form the governing body of a charity.

In general, the role of a trustee is to:

- Work together with the board and director to meet the charitable aims of the organisation, including developing strategy, and ensuring the necessary financial and human resources are in place.
- Provide leadership and governance of the organisation, with effective controls which enable risk to be assessed and managed.
- With the board and director set the organisation's values and standards and ensure that its obligations to its stakeholders, key funders and others are understood and met.
- Keep the director up to date with any relevant updates within your area of expertise e.g. HR, charity governance.
- Be an advocate for the organisation, where appropriate.

For more information you can visit the Charity Commission website:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Currently we are keen to recruit at least one more trustee. We are looking for people who strive for excellence and are keen to use their skills to make a difference. To complement the current skills of our board, we are particularly interested to hear from applicants with skill sets charity governance and administration.

Being a trustee can be hard work, but in return for your skills you will be helping to shape the future of the Joanna Project as it works to change the lives of the women it serves. Our board are a friendly, supportive group and whilst there is serious business to attend to at meetings, we aim for them to be encouraging and enjoyable too. You will be joining at an exciting time as we are going into the second year of our 5 year strategic plan, have a new Director in place and are working towards a Cultural Cohesion Quality Mark.

If you would like to have a chat about this opportunity, please contact chair@joannaproject.co.uk to arrange a convenient time.

Yours faithfully

Angharad Turner-Fielder, Chair of Trustees



Joanna Project Trustee profile:

Our work is an expression of our Christian Faith. To retain our Christian ethos and identity, we ask that all Trustees have their own active Christian faith. Prayer is important at Joanna Project and there is the opportunity to pray at all our meetings.

Trustee duties and responsibilities:

- Participate in trustee meetings, constructively sharing expertise and being a critical friend to the Director, supporting and challenging them to manage effectively.
- Contribute to the overall strategic direction of the charity.
- Work as a team to review and update policies.
- Observe Joanna Project's articles of association, charity and company law and other regulatory requirements.
- Safeguard the solvency of Joanna Project, effectively evaluate, and manage risk.
- Act as the employer of the Joanna Project staff team.
- Trustees are required to be committed to upholding the Christian ethos of the Joanna Project, recognising that serving others as Jesus did is integral to the aims, mission and values of Joanna Project.
- Maintain, develop and strengthen relationships with local churches.

Qualities and experience

Essential:

- Commitment to the ethos and objectives of the Joanna Project, working towards these with no personal financial gain.
- Effective communication skills.
- Good judgement, integrity, fairness and discernment.
- An active Christian Faith.

Desirable:

- An understanding of the challenges faced by the women we support and the value of trauma informed practice.
- Experience from the Charity sector, public sector or business in administration, management or strategic planning.
- A knowledge of the VAWG sector locally and nationally.
- Knowledge and expertise in equity, diversity, and inclusion.
- Confident use of MS Office documents for collaborative working.
- An understanding of good governance in the Charity sector, business, or public sector, including the responsibilities of trustees.
- Knowledge of the local area perhaps a resident of Holbeck.

Time Commitment

- Minimum of 2 years
- Attend bi-monthly meetings including the AGM, usually on a Tuesday evening. Board meetings are usually held in Leeds at a trustee member's home but have also been held on zoom when necessary.
- Willingness to form part of a sub-group as required (ie finance, governance, fundraising,)
- Read documents in preparation for meetings and correspond in a timely fashion as needed between meetings (usually by email)
- Attend a half day away day once a year.
- Commitment to pray for the organisation.



- New trustees are encouraged to arrange a visit to Joanna House to meet the staff and Director and gain an understanding of the work 'on the ground'.
- It is advised that new Trustees attend external training on their roles and responsibilities. NCVO offer online training (2 half days) or Voluntary Action Leeds in person training (half a day). These can be arranged at your convenience and paid for by the Charity.

As mentioned above, at this time we are looking to appoint at least one new trustee. One of the roles we are looking to fill is that of Company Secretary:

Company Secretary role (specific responsibilities in addition to trustee role):

- Arranging agenda for bi-monthly meetings with the chair, distributing and filing documents for meetings (in Sharepoint and back up)
- Taking minutes at bi-monthly meetings
- Work with the administrator and treasurer to get details for annual report
- Submit annual report to Charities Commission
- Update details of Trustees on Charities Commission as required (leavers, joiners, contact details update)

We are also interested in appointing a 'general trustee' and are particularly interested in hearing from individuals with expertise in **one** of the following areas:

Charity Governance: practical understanding of key governance frameworks and regulations, knowledge of the Charity Governance Code.

EDI: expertise in equity, diversity and inclusion policy, procedure, and practice.

How to apply

Please send a CV and covering letter explaining why you are interested in becoming a Joanna Project Trustee and outline how your skills and experience meet the criteria, including whether you are applying for the role of **Company Secretary Trustee** or **Trustee**.

Please email your application to chair@joanna-project.co.uk with the subject Joanna Trustee Application

Interviews will take place in Leeds at a venue tbc.

Joanna Project Recruitment Statement

Joanna Project is committed to creating a diverse environment which values a range of different kinds of personal and professional experience. We recognise the value that diversity brings to an organisation. We encourage applications from all sections of the community and particularly welcome applications from disabled people, people of African or Caribbean heritage and people of South, East and South East Asian heritage, as they are currently under-represented on our board.



About Joanna Project

Vision

We believe all women should be able to live healthy whole lives, free from exploitation, abuse, addiction and poverty. To have the self-belief, courage and strength to achieve their potential as full members of society, exercising choice and enjoying healthy relationships with hope for the future.

Mission

We journey with women involved in, or at risk of involvement in, prostitution in Leeds. We accept each individual wherever they are on their journey and work holistically through practical and emotional support, to build confidence and skills, increase their safety and raise self-esteem, hope and future aspiration. The purpose of our work is to empower women to take control of their lives, exit prostitution and sustain a new life.

Our Values

The Joanna Project is grounded in and motivated by Christian Faith and governed by Biblical principles yet works inclusively with women irrespective of their personal beliefs and values.

Our defining words are Hope, Love and Dignity

We aim to create an environment of:

- *Respect* - believing everyone is created in God's image, with unique worth and dignity.
- *Acceptance* - where women exploited by prostitution are accepted as they are and never judged.
- *Friendship* - demonstrating a commitment to stand alongside those seeking help from the Joanna Project and to journey with them for as long as they want.
- *Creative help* - we use a holistic approach, caring for the whole person: body, mind and spirit.

Charity Commission and Joanna Project legal status:

We are a Charitable Incorporated Organisation (CIO).

Our Charity number is 1138640.

Our legal name is Joanna Leeds.

Although we are an independent charity we work in partnership with colleagues in statutory and third sector organisations including West Yorkshire Police and Leeds City Council.

You can find us on twitter: @joanna_project, on Instagram: joannaprojectleeds and on Facebook: Joanna Project