

Dear Applicant

Volunteer Treasurer (Trustee)

We are looking to recruit a Treasurer to work in partnership with the Board and Chief Executive to help achieve the mission of the Women's Therapy Centre.

The Centre is a well established and well known provider of individual and group psychotherapy for women by women. It is committed to delivering an accessible, high quality psychotherapy service to a wide client group.

To apply for the position please send us;

- Board Application Form
- Equal opportunities monitoring form

Disabled applicants are invited to discuss details regarding physical access to the Centre – please see the access details sheet for the basic information.

We would be very grateful if you would return the equal opportunities monitoring form. This information will be dealt with confidentially and will not be linked to your application form prior to interview.

Your application can be emailed to enquiries@womenstherapycentre.co.uk or posted to Women's Therapy Centre, 10 Manor Gardens, London, N7 6JS.

Thank you very much for your interest. We look forward to receiving your application.

Yours sincerely

Women's Therapy Centre

JOB DESCRIPTION

The Role of the Trustee

The fundamental role of a trustee is to work with the Board and with the Chief Executive to support the development and achievement of the WTC and its aims.

This appointment is made through the Board who will appraise the post holder on an annual basis.

Responsibilities

Board responsibilities

- Attending meetings and liaising closely with Board members when necessary
- Setting strategy and policy in keeping with the WTC's governing documents and values
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to WTC, setting overall policy, defining goals, evaluating performance against agreed targets, ensuring financial stability and proper use of funds and safeguarding the good name of WTC

PERSON SPECIFICATION

Skills and Qualities Required

The skills and qualities required will be:

- Commitment to Women's Therapy Centre and its aims and values
- High level skills and experience in one or more of the following:
 - Psychoanalytic psychotherapy, marketing and PR, donor or event fundraising, mental health issues
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship/directorship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Experience of governance in not for profit organisations
- Ability to understand financial and statistical information

THE ROLE OF TREASURER

- The overall role of a Treasurer is to maintain an overview of an organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

Equal Opportunities Policy

1. Introduction

This statement sums up the Women's Therapy Centre's views and action in respect of equal opportunities. It sets the standards for all staff and volunteers in the organisation itself and articulates the principles by which the Women's Therapy Centre operates.

The Policy incorporates the Statement of Intent which (Appendix I), which is a summary of the Policy. This Policy itself is lodged in the staff handbook, though it is also a key document relating to service delivery and practice.

2. Equal opportunities and the law

Equal opportunities legislation provides a definition of what constitutes discrimination in law. Discrimination, as defined in the legislation below, is illegal. It is also unfair and prevents full consideration of an individual's potential. It can be direct or indirect, intentional or unintentional. It often occurs as a result of prejudice and stereotyping.

The relevant legislation is:

The Sex Discrimination Act 1995

The Race Relations Act 1976

The Race Relations (amendment) Act 2000

The Disability Discrimination Act 1995

3. Principles

The Women's Therapy Centre aims to provide psychoanalytic psychotherapy to women particularly women who would not normally have access to therapy.

In striving to achieve these aims, Women's Therapy Centre recognises that women have been and continue to be discriminated against for many different reasons.

The Women's Therapy Centre is fully aware of its equal opportunity obligations as they are enshrined by legislation and will strive to exceed the minimum that they represent. There are some delivery and cost constraints, but it is acknowledged that considerable progress needs to be made, and a programme of action will be developed.

4. Equal opportunities in the different areas of the Women's Therapy Centre's activity

Services

Women's Therapy Centre will:

- Ensure that services it supports and runs will be available to women on a fair and equitable basis. Potential users will not be excluded from services on grounds which reflect prejudice or unfair discrimination; and
- Urge its partner projects to adopt policies, which reflect good equal opportunities practice, and will satisfy itself that they do not unfairly exclude women who may reasonably be expected to use the services. Women's Therapy Centre needs to be satisfied that the projects recruit people, as far as possible, on the merit of their abilities to do a particular job.

Supporters

The Women's Therapy Centre will not allow the need for fundraising to cloud the pursuit of its mission. It will not accept funds, which it knows, have been generated by illegal activity, but will not turn down funds on behalf of women unless particular offers will damage its ability to pursue its goals. Women's Therapy Centre welcomes support from the full range of ethnic and cultural groups that are within the community and will actively seek out this support.

Employment of staff and volunteers

The Women's Therapy Centre is committed to being a fair employer and will challenge and discourage unfair discrimination. The key points to its personnel policies are to:

- Design job descriptions and person specifications, which will be a dispassionate assessment of the task that needs to be done and the qualities of the person who will be able to do it.
- Ensure that interviews will concentrate on assessing person's abilities and skills in line with the person specification.
- Advertise permanent vacancies and new posts simultaneously internally and externally, unless they are a result of reorganisation or restructuring. Women's Therapy Centre will cast its search for personnel, volunteers and supporters as widely as possible.
- When appropriate, Women's Therapy Centre will use the legislation enabling positive action. Both the Sex Discrimination Act and the Race Relations Act (S37 & 38) allow employers to redress imbalances or under-representation of a particular sex or race within the work force under certain specific circumstances, by recruitment and training.
- Equal opportunities awareness is considered to be an integral part of all staff development. All new employees are issued with a copy of this policy and regular training will be given to new and existing staff.
- Maternity provisions for staff will at least meet minimum standards and represent good practice. No employee will receive less favourable treatment or consideration on the grounds of maternity rights. Employees will not be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.
- Training and promotion opportunities will be available on the basis of ability, merit, and development potential and according to job requirements and available funds.
- Grievance and disciplinary procedures will provide scope for staff/volunteers to complain about or be disciplined for harassment or discriminatory behaviour.

5. Monitoring

The Women's Therapy Centre will monitor the extent to which policies and their implementation are fair. This will be done by collecting and analysing information which will enable comparison of performance with the needs and circumstances in the community. Policies will be designed to value fairness and challenge unfair behaviour. Information which may expose unfair behaviour or policies will be sought. The Women's Therapy Centre will monitor:

- Circumstances in which deviations from the policy have occurred.
- The use of the relevant parts of the grievance and disciplinary procedure.
- The nature of job advertising.
- The profile of job applicants and the quality of selection and interview practice.
- The profile of those people who use services or the services of Women's Therapy Centre supported projects.
- The profile of its supporters, where practicable - e.g. funders and volunteers – and assess the extent to which it is encouraging support amongst a range of people and groups.

Once yearly, the General Manager will bring this information together as an equal opportunities audit and adjustments to policies and practice will be considered in the light of this information.

6. Responsibility

The Clinical Director of Women's Therapy Centre is ultimately responsible for the implementation of the policy. Managers are responsible for taking all steps possible to eliminate discrimination, and the Women's Therapy Centre gives them particular responsibility for providing a supportive workplace for all.

Every employee and volunteer has a responsibility not to discriminate against anyone at work and in the services. There is a shared responsibility to promote a supportive workplace where differences are

respected and to develop an atmosphere where discrimination cannot flourish. The Women's Therapy Centre will stay up to date with legal and good practice issues.

Any person dissatisfied with Women's Therapy Centre's response to a complaint, after using all levels of the complaints procedure, can consult external bodies such as The Equal Opportunities Commission, The Commission for Racial Equality and the National Disability Council.

Appendix I

Equal Opportunities Statement of Intent

The Women's Therapy Centre is a Centre run by women for women. The Women's Therapy Centre recognizes that in society certain groups and individuals are discriminated against.

The Women's Therapy Centre is positively committed to opposing discrimination against people on the grounds of race, colour, nationality, religion, marital status, sexual orientation, class, age, disability, trade union activity, having dependents, past or present contact with mental health services or HIV status.

We welcome the enrichment and cultural diversity that follows from this commitment and we will continually work towards its achievement. The Women's Therapy Centre recognizes that passive policies will not in themselves provide equality of opportunity and that specific and positive programmes of action are needed.

The Women's Therapy Centre acknowledges that we have a moral, legal and clinical responsibility to ensure that we do not discriminate unfairly in our employment and management practices, in the work we undertake and in the services we provide.

ACCESS DETAILS

The Women's Therapy Centre is at 10 Manor Garden's, Holloway, London N7 6JS

Public Transport

From Holloway Road Tube (Piccadilly Line) take the bus (no 43 or 271) from directly outside the tube station to the bus stop after the Holloway Odeon. Cross over the road. Walk 200m down Manor Gardens.

From Archway Tube (Northern Line) take the bus (No's 17, 43 or 271) down Holloway Road to the bus stop just past the Northern Health Centre. Walk 200m down Manor Gardens.

Parking

There are parking restrictions in use along Manor Garden's. Pay & Display spaces are usually available at the Holloway Road end of Manor Garden's, maximum stay is two hours. Holders of disability permits can park in resident's bays directly outside WTC.

Entrance

The Centre is accessible by a long steep ramp or several steps. The Centre is on one level on the ground floor. The entrance buzzer is at the top of the ramp, by the door. If assistance is required to go up the ramp arrangements should be made beforehand with the receptionist. The buzzer is at (wheelchair height) and second from the bottom.

Toilets

There is one wheelchair accessible toilet on the ground floor of the Centre.

Within the WTC

Wheelchair accessible therapy rooms are available.

**IF YOU HAVE ANY QUERIES ABOUT ACCESS DETAILS PLEASE FEEL FREE TO CONTACT THE WTC
020 7263 7860.**