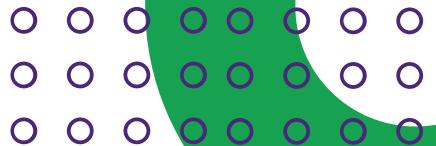




CANDIDATE INFORMATION PACK

CHIEF EXECUTIVE 2026





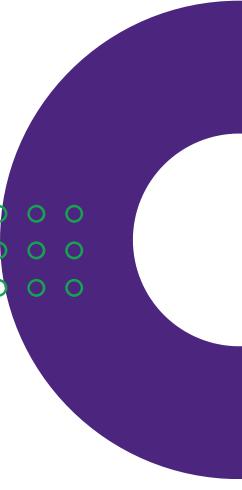
WELCOME STATEMENT FROM THE CHAIR

Dear Prospective Candidate,

Thank you for your interest in the Chief Executive Officer role at WomenCentre. On behalf of the Board of Trustees, I am delighted to welcome you to this exciting opportunity to lead an organisation that is deeply committed to making a meaningful difference in the lives of the women and girls we support.

WomenCentre's CEO of 15 years will be leaving her role in 2026 having guided the organisation to the strong position it is in today.





BACKGROUND

WomenCentre has been working across the Calderdale and Kirklees communities for 40 years and more recently in Bradford. We have a proud history and have made positive changes to the lives of women and girls supported by dedicated staff and volunteer teams, members and wider supporters. We are now looking for a new leader to continue to take WomenCentre forwards. As the CEO, you will have the chance to deliver our ambitious and exciting strategy, maintain and develop our strategic partnerships, and champion our work with women and girls keeping our values and ethos at the heart of everything we do. This will also include overseeing the governance and development of our sister charity, WomenCentre Homes.

www.womencentrehomes.com

We are seeking someone who has a real understanding of the importance of our work with local women and girls alongside a track record in strategic leadership. You can learn more about our work and our achievements by visiting our website www.womencentre.org.uk.

If you are inspired by our work and want to be part of a charity that is ready to continue its growth and impact, we would be delighted to hear from you.

Thank you again for considering this opportunity and we look forward to receiving your application.

Mel John Ross
Chair of WomenCentre's
Board of Trustees



ABOUT WOMENCENTRE

WomenCentre is a charitable values-based organisation that has been working in West Yorkshire for 40 years.

We work operationally in the three areas of Bradford, Calderdale and Kirklees as well as influencing regional and national agendas that focus on women and girls to ensure that women and girls feel safe and that their voices are heard so that they can thrive.

We offer trauma informed women-centred services focussing on prevention, intervention, recovery and empowerment.

We are a membership organisation that wants to encourage local women to help and support women and girls of all ages in the communities where we have services.



OUR VISION

Women are free and feel safe to lead fulfilled and meaningful lives.

OUR MISSION

Supporting and empowering women to achieve a better quality of life, through prevention, intervention, and recovery services.



OUR VALUES

COMPASSION

We have real understanding about the lives of women and girls. We are able to put ourselves into their shoes and to feel their pain allowing us to offer genuine support and encouragement.



HONESTY

Our culture of honesty is displayed through our work. We endorse an environment of openness that develops trusting relationships.

RESILIENCE

We recognise that adversity can build us up instead of tearing us down. By empowering each other we can find moments to help every person we work with and alongside to gain their own sense of self-worth, and to persevere through all obstacles.

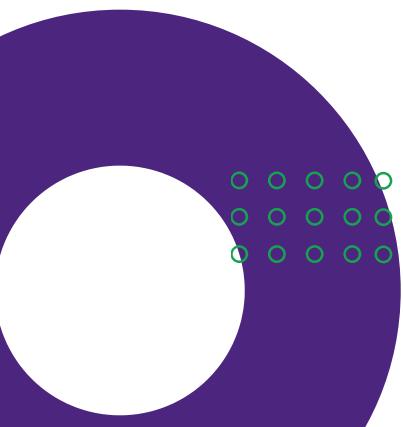
INCLUSION

We foster inclusion both within our organisation and externally that allows everyone with different backgrounds, characteristics, and ways of thinking, to work effectively together to fulfil their potential in society and their local community.

Inclusion is about embracing diversity, enabling all women and girls to be and feel included, proactively removing barriers they may experience. especially for those who face additional discrimination.

RESPECT

We aim to treat each other with respect and kindness and acknowledge all accomplishments, no matter how small they may seem.





WHAT STAFF SAY ABOUT WOMENCENTRE AND THEIR ROLE

In our 2025 staff survey, 95% of staff strongly agreed that their role makes a difference to service users.

Over 95% agreed or strongly agreed that the care of service users is WomenCentre's top priority and over 97% agreed or strongly agreed they would be happy to recommend WomenCentre to a friend or relative if they needed support.

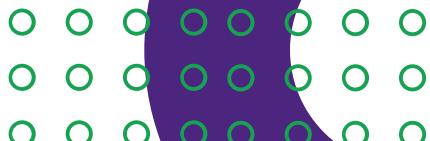
QUOTES FROM VOLUNTEERS FOLLOWING OUR STAFF AND VOLUNTEER AWAY DAY IN NOVEMBER

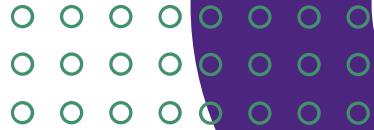
“It was an amazing day, well organised, good information provided, Thanks.”

“Wonderful, inclusive afternoon. Great to know more about the admin side of WomenCentre. Also to hear women’s stories.”

QUOTE FROM A WOMAN

“I don’t think I would’ve been able to fight for any longer without the support of yourself, you helped me build my life back on track and I was able to get support around housing, food, finances, court and how to manage my children.”



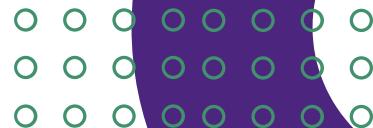


WHO WE ARE LOOKING FOR

We are seeking an inspiring and visionary leader to join our organisation as Chief Executive Officer (CEO). The CEO will be responsible for driving the strategic direction, leadership and overall management of the charity.

Reporting directly to the Board of Trustees, the CEO will play a key role in sustaining our local, regional and national reputation and profile as one of the leading voices for the Women and Girls' Sector.





JOB DESCRIPTION

Hours: 28 hours a week

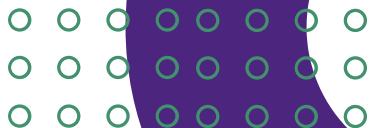
Salary: Full time salary £48,587 to £51,627 (actual pro rata salary £36,769 to £39,069) plus pension.

Based in: Calderdale but working across Kirklees and Bradford with some national meetings.

Overall purpose of the job

- Implement WomenCentre's vision and strategy in partnership with the Board of Trustees and senior management team.
- Communicate our vision to all key stakeholders, increasing wider contribution and ensuring organisational longevity, reputation and success.
- Lead and manage the charity, acting as ambassador and spokesperson.
- Grow opportunities and strengthen reputation as a leading voice for women and girls.
- Keep women and girls' voices central to all work and decisions.
- Ensure effective financial, legal, and moral governance.
- Develop new funding opportunities and income streams.
- Foster collaborative partnerships across sectors.
- Ensure that the Board and sub-committees receive timely, accurate, relevant and transparent information in relation to opportunities and bids.
- Build and lead the senior leadership team for impactful, safe and effective service delivery.

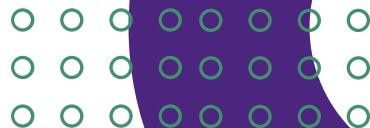




JOB DESCRIPTION

Key Responsibilities

- Work with the Board and SMT to deliver strategic plans aligned with WomenCentre's ethos and values.
- Provide strategic leadership and accountability for governance and financial sustainability.
- Represent WomenCentre publicly and engage with local, regional, and national stakeholders.
- Lead safeguarding policy development and ensure compliance. Ensure an effective safeguarding framework is in place across the organisation with effective and ongoing training.
- Maintain risk management systems and business continuity plans.
- Develop and review organisational policies for fairness and transparency.
- Oversee operational and strategic activities to ensure capacity and quality.
- Manage financial health, budgets, and reserves.
- Drive income generation and explore new models.
- Monitor external strategies and policies impacting women and girls.
- Ensure compliance reporting to the Board and funders
- Promote voice and engagement of women in co production of service design and strategies.
- Ensure the participation of staff, volunteers and beneficiaries is core to the co production and development of our services and strategies.
- Identify areas that require development and improvement in the delivery of the strategic plan.
- Ensure a high quality volunteer offer is embedded within WomenCentre.
- Understand and navigate the challenges of charity funding in difficult economic circumstances and times of political change.
- Improve and develop funding opportunities for the organisation to generate unrestricted funds for the WomenCentre by attending external events to give talks and to raise the profile of our work whilst promoting our mission and values.



JOB DESCRIPTION

Leadership and Staff Management

- Build and line-manage the senior management team in a collaborative leadership style, fostering and ensuring a healthy and safe working environment.
- Ensure effective HR processes are in place.
- Implement succession planning and staff development opportunities including role modelling.
- Ensure quality assurance is embedded organisation wide and with impact and outcome reporting to the Board.
- Support and oversee the governance and development of WomenCentre Homes.

General Duties

- Work in accordance with WomenCentre policies and procedures.
- Maintain confidentiality and professional boundaries.
- Participate in supervision and team meetings.
- Undertake training for ongoing professional development to increase knowledge, skills and awareness.
- Carry out any other duties requested by the Chair or Trustees

Supervision Received - Supervision will be provided by the chair of the WomenCentre Board or a nominated Board representative.

Supervision Given to - WomenCentre's Deputy CEO, Finance and HR Manager, Communications Fundraising, Marketing Manager and WomenCentre Homes Housing Development Manager

Responsibility for Budget and Assets - The postholder will have access to confidential and sensitive information.

Internal Contacts - Staff, volunteers, Board of Directors, service users, young people and children.

External Contacts - Representatives from voluntary and statutory organisations, members of the public, Charity Commission and Companies House.

PERSON SPECIFICATION

Qualifications

- Degree or equivalent in health and social care, leadership and management, or substantial related training.
- Good general level of education (e.g., GCSEs, A levels).

Essential experience, knowledge and skills

- Experience in a Chief Executive or Senior Management role with supervisory responsibilities including in the charitable sector.
- Experience working within women-only environments or similar organisational settings.
- Evidence of professional development and extensive experience in the charitable sector.
- Demonstrable track record of success in a similar role (e.g., health/youth/social care charity).
- Experience in strategic planning and negotiation.
- Experience in strategic partnership and collaborative working across sectors locally, regionally, and nationally and across partnerships at all levels.
- Experience of influencing through public speaking, pitching, and networking.
- Experience of championing quality assurance and continuous improvement.
- Experience of working co-productively with staff, volunteers, service users, and other stakeholders.
- Experience of overseeing services that work across multiple sites.
- Proven record in contract management, compliance, budgeting, and achieving measurable outcomes.
- Comprehensive understanding of the impact of trauma on the lives of women and girls.
- Strategic and operational knowledge of safeguarding processes.

PERSON SPECIFICATION

Essential experience, knowledge and skills continued

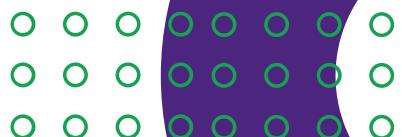
- Knowledge and ability to appraise emerging strategy legislation and research for both its impact on and opportunities for the organisation.
- Sound knowledge of charity governance and safeguarding requirements.
- Ability to lead and develop services for maximum impact.
- Ability to balance the internal and external aspects of the role.
- Skilled in completing funding bids and applications and in attracting wider funding.
- Strong presence and ability to engender respect from others.

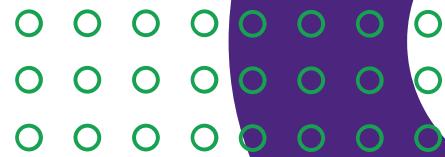
Essential Personal Skills and Attributes

- Ability to write high-level reports.
- Strong organisational and IT skills.
- Knowledge and commitment to applying equal opportunities.
- Ability to work independently and as part of a team.
- Effective time and workload management.
- Understanding of professional confidentiality.
- Commitment to personal development.
- Flexibility in working hours, including evenings/weekends.
- Non-judgmental, women-centred approach.

Desirable

- Full driving licence.





WHY WORK FOR US

- A supportive empowering working environment.
- Salaries - WomenCentre is a Living Wage Employer and offers competitive salary rates.
- Hours of Work - full-time employment is 37 hours a week.
- Holiday Entitlement - for full time staff is 24 days per year, rising to 29 days after 5 years' service plus 8 public holidays each year and up to 5 additional closure days. N.B (pro rata basis for part time staff.)
- Pension - WomenCentre is fully compliant with Auto Enrolment and the pension provider is Aviva.
- Sickness – entitlements reflect the length of service.
- Parental Leave - rights of pregnant women and primary adopters to leave and pay are in accordance with WomenCentre's Parental Leave Policy.
- Other Leave - staff may also be entitled to Carer's, Urgent Domestic Distress, Bereavement, Unpaid Leave and Time off for Dependents in line with statutory minimums.
- Hospital Saturday Fund – health plan.
- Cycle to work scheme.



WOMENCENTRE PLAN ON A PAGE 2024-2029

Our Vision

Women are free and feel safe to lead a fulfilled and meaningful lives.

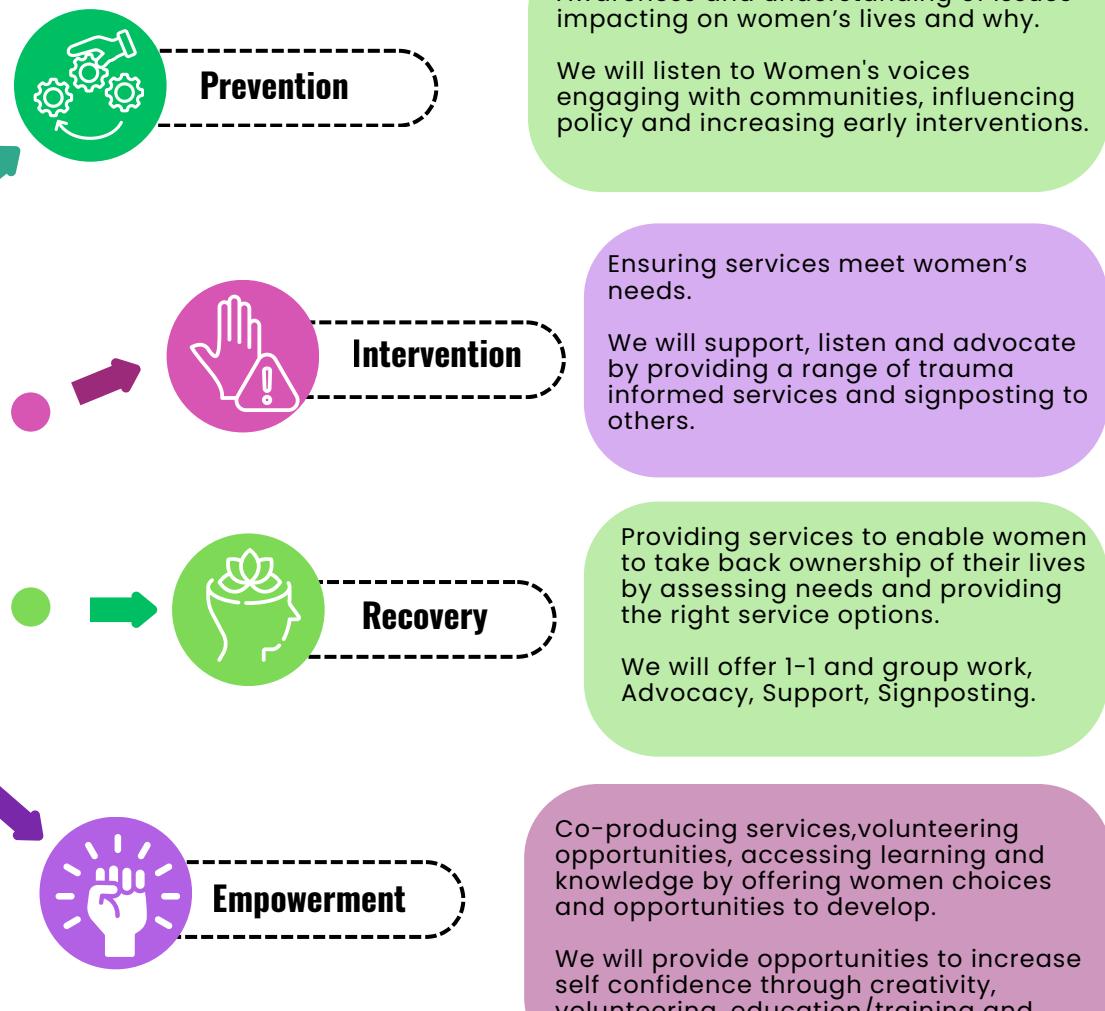
Our mission

Supporting and empowering women to achieve a better quality of life, through prevention, intervention, and recovery services.

Our Values

Compassion, Honesty, Inclusion, Resilience, Respect

WomenCentre STRATEGIC PRIORITIES



What Success looks like

Voice and Influence: Stronger voice through our established WomenCentre voice and influence strategy and groups.

People: Increase personal development opportunities for staff, volunteers and the women we support.

Impact: Collation of organisational impact data. Strong social media and media presence with clear branding and calls to action. Individuals accessing services and reporting positive outcomes. Tracking of women's progression post services/interventions. Increased financial sustainability. Increase in volunteers/peers supporting service delivery and fundraising activities.

Sustainability: Sustainable growth in members/supporters /donors/legacies/corporates/matrions and ambassadors. Consideration of the economic, social and environmental impact in all our work.



WomenCentre



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**Charity Number 1118366
Company Number 06084795**