



Nottingham Women's Centre is run by women for all women.

We exist to help women in Nottinghamshire reach their full potential, have their voices heard, and overcome barriers to creating a better future for themselves and their children. We're fighting for a world where women take their rightful place in a just and fair society, free from inequality, violence and oppression.

Established in 1971, we're one of the oldest women's centres in the country and we continue to adapt our services to meet the needs of women today. We have been proudly trans inclusive for over 20 years, and have a strong commitment to equality, diversity and inclusion. We currently have around 30 staff and 80 volunteers, and an annual turnover of just under £1m.



Service users say...

I feel a massive change in myself. I have a boost of confidence to work on my goals.

Coming to NWC has let me be in an environment surrounded by passionate and positive women. There is light at the end of the tunnel.

I didn't feel brave before, now I feel it every day with the help of these ladies.

The strength and support has given me both mental and emotional stability and I aim to do the same for others.

Working at Nottingham Women's Centre

We offer a generous amount of leave, opportunities for flexible working, personal development and a supportive working environment. In our latest annual staff survey 100% of staff said they were proud to be part of Nottingham Women's Centre and would recommend us as a great place to work. Staff say:

It's liberating to work somewhere with strong values

I've absolutely loved working at the Women's Centre and feel very grateful that I had the opportunity to spend time in our historic building and within our caring community of women.

It's an organisation that cares about women, both service users and staff.

It's an exciting place to work and you get to work with some amazing people. The fact that everyone wants to do their best to support and empower women is very motivating.



Chief Executive Officer

We're recruiting a new **Chief Executive Officer of Nottingham Women's Centre!**

This is a fantastic opportunity to lead the well-established, trail blazing and proudly trans inclusive Women's Centre in Nottingham as we enter an exciting new phase of development.

Established in 1971, we have a long history of providing support to the women of Nottingham, campaigning for change, and bringing women together in a safe and friendly community space in the heart of the city.

Our new CEO will:

- Deliver a project to renovate our building
- Maintain our relationships with local and national partners
- Keep up the pace with our anti-racist and wider EDI work
- Bring our teams closer together again after COVID
- Work to secure our longer-term finances
- Have the chance to take Nottingham Women's Centre to the next level!

If you have a strong track record of inspirational leadership that has delivered great results with limited resources then we'd love to hear from you.

[Click here to find out more and download an application form.](#)



Job Description

Post Title	Chief Executive Officer
Responsible to	Chair of Board of Trustees
Direct reports	Senior Leadership Team
Location	Based at Nottingham Women's Centre with the opportunity for some home working
Hours	37 Hours per week. Requests for flexible working will be considered.
Salary	£47,000
Contract	Permanent, subject to 6 month probationary period

General Description

To lead the organisation in line with our values. The Chief Executive is accountable for the achievement of Nottingham Women's Centre's strategic objectives, as set by the Board of Trustees. They will lead the Senior Leadership Team (SLT) to deliver within their area of responsibility, maintain strong relationships with our external stakeholders and ensure the organisation's financial sustainability.

Key Tasks and Responsibilities

- Inspire and lead the organisation through a cohesive and motivated SLT.
- Act as a positive, intersectional, feminist role model and uphold Nottingham Women's Centre's values inside and outside the organisation.
- Work with the Board of Trustees (BoT) to develop and roll out the Strategic Plan.
- Act as link between the staff team and BoT attending Board meetings and providing monthly written reports to trustees.
- Act as a vocal advocate on women's issues and in support of the aims and objectives of the organisation and be the main organisation spokesperson.
- Build and maintain partnerships with external organisations at a local, regional and national level.
- Ensure the organisation meets its financial, legal, statutory and contractual obligations.
- Ensure HR policies are implemented consistently across the organisation. Liaise with the union to consult on any changes.
- Ensure the organisation's approach to Equality, Diversity and Inclusion (EDI) is a model of good practice in the sector.
- Identify and apply for funding and pursue other income generating initiatives to ensure the sustainability of the organisation.

Notes

As part of our anti-racism work we aim for 50% of shortlisted candidates to be from an ethnic minority. This positive action is being taken to further diversify our team.

Due to the nature and sensitivity of the project's client group, the post holder must be a self-identifying woman.

We offer a generous amount of leave, opportunities for flexible working, personal development and a supportive working environment that includes access to an employee assistance programme.

The post will require an Enhanced DBS check. Having a criminal record will not necessarily disqualify you from securing the post.

Person Specification

	Essential	Assessed by		
		Application form	Interview	Test
Qualifications	Educated to degree level or equivalent experience	✓		
Minimum essential criteria	Proven track record in a senior strategic leadership role and an ability to lead, inspire and influence others.	✓	✓	✓
	Commitment to anti-racist practice and support for trans inclusive women's services.	✓	✓	
	Experience of successfully fundraising and developing new income streams for a charity or community organisation.	✓	✓	
	Experience of promoting an organisation through networking and working with the media demonstrating an ability to build productive relationships with a wide range of stakeholders.	✓	✓	✓
	A good understanding of the issues affecting women.	✓	✓	
	Knowledge of voluntary sector governance.	✓	✓	✓
Desirable criteria	Evidence of strong and effective financial management.	✓	✓	
	Experience of bidding for and managing contracts.	✓	✓	



	Experience of identifying risks and opportunities and managing them proactively.	✓	✓	
	Knowledge of relevant legislation including equality and diversity, safeguarding, data protection and health and safety.	✓	✓	
	Clear communicator and public speaker who is capable of delivering messages to a variety of audiences.	✓	✓	✓
	Experience of managing a building.	✓	✓	
	Ability to manage and prioritise a wide range of competing tasks.	✓	✓	