



Windsor Women's Centre Board Opportunity: Role of Independent Board Member

August 2025

Welcome to Windsor Women's Centre

Our Mission

Our mission is to continue to build upon the foundations laid down over the past three decades in providing a service and creating opportunities for women and their families so that they may experience the chance to learn, grow and develop their capacity to make a better future for themselves.

About us

Windsor Women's Centre is situated in the Village area of South Belfast and has been operating since 1990. The Village is an area of high social and economic deprivation where Windsor Women's Centre provides much needed services to meet the diverse needs of women and their families from the surrounding communities. The Centre works within a community development framework to promote equality of opportunity and champion practices and policies to better the lives of women and their families. The Centre has strong established connections and working relationships with a range of agencies from the across the Statutory, Voluntary and Women's Sector.

The services delivered contribute to reducing poverty and deep-seated inequalities and the life limiting consequences of these in terms of women and children's health, educational outcomes, and social inclusion. Currently we provide the following services:

Day-care, Children and Family services

- Provision of day-care/respite and after-schools places for 45 children daily along with respite care and developmental programmes for children with additional needs.
- Delivery Family Support Hub for South Belfast

Mental Health & Social Wellbeing programmes

- Providing talking Therapies and therapeutic support
- Providing counselling and complementary therapies Mas maternal advocacy & support group
- Therapeutic art and health and wellbeing workshops/information sessions.

Education & Capacity building programmes

- Delivering the Weave project for BAME women which includes:
- ESOL Classes, Essential Skills, accredited/soft skills courses
- Women Breaking Barriers - employability programme Community capacity building & personal development courses Supporting participant led activities and peer support groups; including Senior Citizen's Groups, volunteering opportunities, assisting the development of new groups, hosting focus groups and facilitating consultation with decision making forums.

This is an exciting time for Windsor Women's Centre as we embark on our next 3 year strategic planning cycle. If you are currently looking for an opportunity to contribute to the success of an organisation and make impact for ourselves and our families we would be delighted to hear from you.



Role of Independent Board Member

Main Duties

1. Safeguard and promote the vision, values and mission by:
 - Understanding why the organisation exists, its vision, what it stands for and acting in a manner that promotes the values, aims and ethos to accomplish its mission;
 - Contributing to setting the strategic direction of the organisation;
 - Ensuring that the organisation's vision, values and mission are clearly stated and can be understood and recognised by beneficiaries and by stakeholders;
 - Reviewing the vision, values and mission of the organisation to ensure that:
 - Ensuring compliance with the organisation's objects, values and its governing documents;
2. Determine the strategy and structure of the organisation by:
 - Ensuring the organisation sets aims/objectives that reflect its vision, values and mission;
 - Working with staff to produce business plans that meet the intended aims and outcomes;
 - Ensuring the organisation has appropriate structural, legal and governance frameworks;
 - Ensuring the organisation makes best use of its resources, and
 - Regularly reviewing and updating the business plan to keep it fit for purpose.
3. Ensure the organisation operates in an effective, responsible and accountable manner by:
 - Ensuring there are a full suite of policies covering all major aspects of operation;
 - Ensuring that the organisation provides for diversity and equality in its policies and practice;
 - Appointing the Chief Executive and ensuring that he/she is supervised, supported and appraised; Ensuring compliance with employment law and other relevant legislation;
 - Delegating, when appropriate, specific activities;
 - Ensuring the organisation remains financially sound and that all funds are: used and allocated correctly; used only in furtherance of the organisation's objects; used in accordance with the law and accounting requirements; and audited annually in accordance with current legislation.
 - Proactively and regularly reviewing risks to which the organisation is subject and taking appropriate action based on the assessment; and
 - Monitoring the performance of the organisation and its assets.
4. Ensure the effective functioning of the organisation's Board by:
 - Ensuring that the Board has a clear statement of its strategic and leadership role and appropriate role descriptions; Maintaining composition and skills mix of the Board in accordance with the organisation's governing documents; Having clear policies and procedures for the recruitment and replacement of Board members;
 - Ensuring that all members receive induction and development training;
 - Following modern rules and procedures to determine the conduct of the Board and its meetings and which are in accordance with the law and the organisation's governing documents;
 - Ensuring that conflicts of interest including matters relating to benefits are, declared and handled in accordance with written policy and procedures; and
 - Ensuring that processes are in place for regular review of the Board performance; and member performance.

Number of Board Meetings

There are typically 6 Board Meetings per Annum.

Windsor Women's Centre are seeking to appoint independent board members with a range of experience and a passion for the voluntary sector. This is a voluntary position; reasonable expenses will be reimbursed.



How to Apply

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To apply for the role, please send a CV and a covering letter outlining your motivation and suitability for the role to:

Viable Corporate Services, HRAdmin@viablecs.org

Shortlisted candidates will be invited for an interview with a panel of board members.

Closing date is Wednesday 10th September 2025 at 12 noon.



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