



# **Windsor Women's Centre Board Opportunity: Role of Chair**

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**August 2025**

# Welcome to Windsor Women's Centre

## Our Vision

Windsor Women's Centre is a place for learning and growing, through education and personal development, where women gain skills, knowledge and confidence to make a better life for themselves and their families and to have a stronger voice in the wider Community.

## 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 Chair

## Overall Purpose

To provide leadership and direction to the Board, safeguard its integrity and reputation, enabling Directors to fulfil their responsibilities for the overall governance and strategic direction of the organisation. Developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

To work in partnership with the Chief Executive to ensure that Board decisions are acted upon and the Organisation is managed in an effective manner.

## Main Responsibilities

- Leading the Board to support the Chief Executive to develop business plans for the organisation.
- Providing support and leadership to the Chief Executive and ensuring that the organisation is run in accordance with the decisions of the Board and the organisation's governing document.
- Liaising with the Chief Executive to draft agendas for Board meetings and ensure that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the Board fulfils its' non-executive responsibilities for the governance of the organisation.
- Acting as the channel of communication between the Directors and staff, in situations where it does not undermine the organisation's senior management team.

## Main Duties

- Planning, setting and chairing Board meetings and General Meetings.
- Ensuring that the Board receives accurate, timely and clear information, in particular about the organisation's performance against budget and business plan; to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- Ensuring Board decisions are acted upon.
- Encouraging the active engagement and involvement of all Board Directors. Supporting and appraising the work of the Chief Executive.
- Leading disciplinary, remuneration and appointment committees.
- Representing the organisation at functions, meetings and in the press and broadcasting media, when required.
- If required, acting between full meetings of the Board either with Board-delegated authority or to coordinate such authorisation to meet emergent requirements.

## Number of Board Meetings

There are typically 6 Board Meetings per Annum.

This is a voluntary position; reasonable expenses will be reimbursed.



# How to Apply

## How to Apply

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

Vable Corporate Services, [HRAdmin@viablecs.org](mailto:HRAdmin@viablecs.org)

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

Closing date is Wednesday 10<sup>th</sup> September 2025 at 12 noon.



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