



Wai Yin Society

Serving the community since 1988

Board Members

Wai Yin Society's Board are seeking to appoint three new members to ensure we have the capacity and skills to oversee the next phase of our work; to include a treasurer and an individual with experience of legal work and/or human resources.

The roles are unpaid voluntary positions. Reasonable expenses are paid.

There will be 6 Board meetings per year and Board members are expected to attend all and also to participate in the life of the organisation between board meetings, advising the staff team and acting in an ambassadorial role for Wai Yin Society.

About Wai Yin Society

Wai Yin Society has been supporting, empowering and working in partnership with Chinese individuals and families for more than 25 years. Founded in 1988 by a group of community-minded Chinese women, Wai Yin has become one of the largest Chinese Community centres in the UK, sustaining its operations through commissions and contracts with mainstream organisations. As the society has grown, we have developed a range of employment, education and community services for Chinese men and women and for other ethnic minority groups, including Somali, Pakistani, Bangladeshi, Indian and many European nationalities.

The Society aims to challenge all forms of discrimination and social exclusion through the provision of diverse and reactive services, delivered by a team of qualified social workers, nurses and other professionals.

The Society values equality, diversity and mutual respect. We are deeply committed to extending the reach of our services to all members of the community and many of the people who use our centre are non-Chinese. We are proud of being British and Chinese and we promote the positive expression of culture by working in partnership with BME community groups.

About the Roles

We are seeking to recruit a number of professional Chinese women to become board members. We expect that different candidates will bring a range of skills and experience to Wai Yin Society, from the attributes listed below.

General

- Commitment to the objectives of Wai Yin Society
- Willingness to act as an ambassador for Wai Yin Society
- Understanding of equalities and diversity issues

Experience

Candidate is expected to have at least 2 of the following experiences:

- Experience of charity finance and fund accounting (for Treasurer role)
- Experience of administrative tasks
- Experience of fundraising (e.g. from individuals, partnerships with business and/or civil society organisations, EU funding and/or sales of goods and services)
- Experience in human resources including recruitment process
- Experience in providing legal advice
- Experience of developing business models in organisations comparable to Wai Yin Society
- Senior/ or Board level experience, ideally at a charity or company of a similar size to Wai Yin Society

Expertise and Knowledge

- Human resource
- Charity sector / charity law and regulation
- Community engagement and development

Skills

- Ability to understand and interrogate financial reports
- Strategic planning skills
- Analytical skills
- Management / project management
- Ability to operate as part of a team

How to apply

Kindly submit a CV and a covering letter by 14th July 2017 (Friday), 5pm, stating why you wish to be considered for the role, to info@waiyin.org.uk . Please use “**Board Member Application 2017**” as the subject of the e-mail.

Your covering letter should show how you meet each of the relevant requirements in the above sections.