

**Trustee with strong fundraising background, especially**

**securing grants from trusts and foundations**

*‘The people who make up Friends of the Family became my family when I needed it most and I cannot thank them enough’ – Kathy, Mum*

**What we do**

Friends of the Family works with local families and children who are overwhelmed by the challenges of family life. For more than twenty seven years, our skilled professionals and trained volunteers have been offering a safe and nurturing environment where children and parents can learn to help themselves.

You can read more about our work and the difference we are making to families on our website – [www.fotfwinchester.org](http://www.fotfwinchester.org)

**Trustees**

The Board of Trustees sets our goals and policies, ensures that we observe good practice, and supports our staff and volunteers. The duties and responsibilities of trusteeship are described in more detail in the Charity’s Commission’s booklet *The Essential Trustee*

(<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf>)

**Vacancy**

We are currently looking to appoint a trustee who, in addition to sharing responsibility for good governance with the rest of the Board, will oversee our fund raising.

We receive no statutory income and have to raise all the money we need to operate our services – currently about £80,000 a year. Most of our funding comes in grants from trusts and foundations, although we also receive donations, organise events, and have a membership programme. We are preparing to recruit a part-time fundraiser to the staff team, to focus on grant applications and support our wider fundraising activities.

As the lead trustee on fundraising, you will chair the Grants Committee and, through regular contact with the fund-raiser, ensure that we develop sufficient high-quality grant applications to ensure that our work is sustainable. We also hope that you will help us to identify new funding opportunities.

To succeed in this role, which is voluntary and unpaid, you will need to have broad experience of fund-raising and be able to demonstrate success at securing grants from trusts and foundations.

You will also be required to become a Member of Friends of the Family.

**What we will expect from you**

* Commitment and enthusiasm to promote our work and help vulnerable families.
* Integrity – all Trustees and Volunteers are DBS checked.
* The ability to think clearly and strategically.
* Good written and verbal communication skills.
* The ability to motivate and work with people from different backgrounds.
* Sufficient time to devote to the role.
* An understanding that we are a small charity with limited resources and that Trustees need to help with many different tasks.

We are an Equal Opportunities Employer and apply the same standards to recruiting Trustees. You do not need prior Board experience to become a Trustee, and we welcome applications from younger and BAME candidates with relevant skills and experience.

*‘It is so rewarding to be a Trustee of a charity that is making such a difference to the lives of vulnerable families and children in my local area.’ – Clare, Trustee*

**What you can expect from us**

* A warm welcome!
* A thorough induction process, including the chance to meet all our staff and attend some of our project activities. You will be given a trustee information pack and your own Friends of the Family email address.
* A ‘buddy’ trustee to support you for the first four months.
* A review meeting with the Chair after you have attended three Board meetings.
* The opportunity to make a real difference to the lives of vulnerable children and families.

*‘My volunteer is a very good listener. We have fun together and I can talk to her about what’s on my mind’ – Emma, Child*

**Meetings and time commitment**

The Board currently meets monthly (apart from August and December), either via Zoom or at our office at the Friends Meeting House in Winchester. Meetings begin at 11.00 and usually last for between one and two hours.

Trustees are appointed at our AGM in November and serve three-year terms. In addition to attending Board meetings, they need to allow time for preparation and follow-up from meetings, as well as specific activities for which they are responsible – in this case, overseeing fund-raising. Each month is different, but an average commitment of 4-6 hours per month is required.

**How to apply**

If you would like to apply to become a Trustee, please complete the application form below and send it with a covering note to our Chair, Karen Hazlitt, at karen@fotfwinchester.org.

The deadline for applications is Midnight on Friday October 1st 2021, and shortlisted candidates will be interviewed in early to mid-October.

Thank you for your interest in our work. We look forward to hearing from you.

*‘Friends of the Family has been like an oasis in the sun for me’ – Darren, Dad*



**Trustee Application Form**

**STRICTLY CONFIDENTIAL**

Thank you for your interest in applying to join Friends of the Family as a trustee.

Please complete **all** sections, expanding boxes where you need to.

Once you have completed and signed your application, it should be marked as ‘**Confidential’** and returned preferably by email to [karen@fotfwinchester.org](mailto:karen@fotfwinchester.org)

**The closing date for applications is Midnight on Friday October 1st 2021**

Please note:

* All data will be held in the strictest confidence, in line with the *Data Protection Act 2018* and our privacy policy (available on request) and will only be used for the purpose of selection of trustees.
* This post is subject to a clear Disclosure and Barring Service (DBS) check.
* All new trustees will be required to complete a Trustee Eligibility Declaration Form before appointment.

**Personal details**

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| --- |
| Title:  First name(s):  Surname:  Address (for correspondence):  Postcode:  Daytime Tel: Mobile:  Email: |

**Interest and Motivation**

Why would like to become a trustee of Friends of the Family?

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**Skills and Expertise**

What relevant **skills and expertise** would you bring to (a) the Board as a whole, and (b) the specific Trustee vacancy being advertised?

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**Experience**

Please list below details of recent, relevant **experience** including employment history, board level positions, memberships, qualifications, voluntary work, community activities, or other relevant experience which you feel may be relevant to this application. Feel free to attach any further information as necessary.

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**Friends of the Family Ethos**

How does your personal ethos align to Friends of the Family?

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**Links with Friends of the Family**

Do you have any personal or professional links with Friends of the Family? If so, please tell us.

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**References**

Please give us the names and contact details of two referees that we may contact (one should be professional).

|  |
| --- |
| Name:  Address:  Postcode:  Tel: (daytime)  Email:  Relationship: |

|  |
| --- |
| Name:  Address:  Postcode:  Tel: (daytime)  Email:  Relationship: |

I certify that the information given on this form is correct to the best of my knowledge:

**Signed: Date:**

**Thank you for completing this application form and for your interest in becoming a trustee.**