



## **ABOUT RICHMOND EAL FRIENDSHIP GROUP**

We are a small Richmond based charity targeting hard-to-reach and isolated adults, including parents of children in local schools, whose lack of English language skills disadvantages them in everyday life. We provide informal English classes and activities in several different venues across Richmond borough.

Founded in 2001 we now have almost 1,000 individuals who have engaged with us. That is people speaking 63 different languages (and counting!). Many of these have been supported by our charity to access accredited learning at local colleges and to find jobs and volunteering opportunities.

Most importantly, our approach challenges the traditional barriers of religion, language, ethnicity and economic status which prevent social integration. This has resulted in long term friendships and collaboration between individuals from different backgrounds.

## **VOLUNTEER ROLES**

We have a range of volunteer roles available. Currently we are recruiting for...

### **TRUSTEES**

We are looking for highly motivated and committed volunteers to join our Board of Trustees, ideally with a background in fundraising and development OR marketing and social media, to support us in delivering our fundraising strategy and meeting our income generation targets OR to support us in our marketing and communications strategy.

As a volunteer member of our highly motivated and enthusiastic Board of Trustees you will play a key role in influencing the strategic direction of the charity, setting overall policy, defining goals, and evaluating performance. You will be instrumental in supporting the future development of the charity, using any specific knowledge or experience you have to help the Board of Trustees reach sound decisions. This will involve contributing to financial and business planning, scrutinising Board papers, leading discussions, focusing on key issues, and providing advice, guidance, support and constructive challenge.

Our Board of Trustees meets quarterly usually on a Tuesday evening (4.00pm – 6.00 pm approx) and we are looking for a member who can commit to preparing for and attending these meetings, training sessions, and other events as required. Meetings are currently held in person in East Twickenham.

We are currently seeking Trustees to join the board with either fundraising/development knowledge and/or marketing/communications knowledge, but we are open to applications from all backgrounds so please do apply if you have other valuable skills to offer.

### **Main Duties/Typical Tasks**

- Ensure that Richmond EAL Friendship Group is managed legally, efficiently and effectively
- Monitor whether the organisation complies with its governing document, if the needs of beneficiaries are being met and the charity is carrying out its purposes

- Actively contribute to policy setting, strategic direction, goal setting, and evaluating performance
- Monitor the financial position of the charity and its operations and ensure financial stability, making sure that there are clear lines of accountability for day-to-day financial management
- Attend meetings, read papers in advance, contribute to and share responsibility for all the Board's decisions
- Provide high levels of support and challenge to the management team and to fellow trustees in order to promote effective decision-making and maximise the charity's impact

**What experience, skills, and qualities do I need?**

- Fundraising and development – experience targeting appropriate organisations for funding and/or marketing/communications experience
- Experience hosting events to raise funds
- Dedication and enthusiasm with a demonstrable interest in and commitment to the charity's objectives
- Ability to work effectively in a team and willing to be collectively responsible with other Trustees for Board decisions and the actions of the organisation
- Excellent communication skills and willingness to speak their minds in an appropriate manner
- Able to provide effective support and challenge to the management team and other Trustees
- An enquiring mind
- Good, independent judgement
- Willingness and ability to understand and accept their legal duties, responsibilities and liabilities as a Trustee, and to act in the best interests of the organisation
- A flexible but professional approach with a willingness to be contacted on an ad hoc basis
- Commitment to diversity and equality of opportunity
- Previous experience as Trustee would be beneficial but is not a prerequisite, training can be organised if required

**What difference will you make?**

Richmond EAL Friendship Group is facing challenging times and is about to enter a period of change. Our team are highly committed to the organisation and we need the help of additional Trustees to drive the future of the charity. We want to still be here in another 10 years supporting EAL learners living in the Richmond borough.

There are many opportunities as a member of our Board of Trustees to make a big impact for our learners, and to help develop the organisation so that we continue to meet their needs.

- Being part of a team supporting life changing projects for our learners
- All volunteers are welcome and encouraged to attend our classes and activities and meet our learners, potentially forming new friendships

**NEXT STEPS**

If interested in volunteering for this or other roles please email [ruth.durant@richmondeal.org.uk](mailto:ruth.durant@richmondeal.org.uk)