

TREASURER RECRUITMENT PACK

Family Volunteering Club (FVC) is a Charitable Incorporated Organisation (CIO) making it easy, accessible and fun for families to regularly spend time together, practically helping important causes in their local community.

We are at an exciting point in our journey of growth, and are now recruiting for a Treasurer to join our Board of Trustees.



Organising baby clothes donations for Little Village



ABOUT US

Family Volunteering Club (FVC) is a Charitable Incorporated Organisation (CIO) which creates regular, fun and impactful volunteering programmes specifically designed for children aged 0 - 9 to do with the adults in their lives. From gardening in community spaces and organising clothes donations for homeless charities, to connecting with isolated older members of the community and helping at food banks - we create opportunities for children and their grown ups to learn about and practically support local causes.

We run regular, quality, 90min child-friendly volunteering sessions during which children are empowered to learn about - in an age-appropriate way - important societal issues, get hands-on in making a practical difference during the session itself, and understand the role that they can play in making positive change to issues that matter to them. The grown ups who attend are given the opportunity to give back to their community, with their child in tow - we know from research that there is a huge drop off rate of people who stop volunteering after having a child.

Since we began, we have delivered 84 sessions, creating over 2,300 new family friendly volunteering opportunities.

The project has captured the imagination of the public and wider sector. We have been featured on TV and Radio, including hosting the live BBC Breakfast launch for The Big Help Out 2024. We were a finalist for the prestigious Stephen Lloyd Awards in 2023 and were the backdrop for the National Lottery Community Fund's Corporate Strategy Launch in May 2024. To date we have received funding from Marks & Spencer, Mishcon de Reya, National Lottery Community Fund, Postcode Lottery and Pears Foundation, alongside other trusts.

The project began in south London in 2019, where it continues to grow. We have also started programmes in Stevenage and Abergavenny, and recently announced a new pilot in Fenland. We are on an exciting journey to have national impact with ambitions to work in at least 20 locations across the UK by 2030.

We want to benefit thousands of families every week, and transform opportunities for children to participate in community at a young age - helping to nurture the next generation of change-makers.



Helping create food parcels at The Felix Project

'It was great!
Love my son
helping 'the real
world' and learning
to help others so
young.'



TREASURER JOB DESCRIPTION

Family Volunteering Club seeks a dedicated and detail-oriented Treasurer to join our Board of Trustees. The Treasurer will play a crucial role in overseeing the financial administration of the charity, ensuring economic stability, and providing strategic financial guidance. This is an excellent opportunity for someone with a strong background in finance and accounting who is passionate about contributing to a meaningful cause.

Key Responsibilities:

Financial Management

- Oversee the charity's financial affairs and ensure they are legal, constitutional, and within accepted accounting practice.
- Monitor and report on the financial health of the organisation.
- Maintain an overview of the charity's financial policies & procedures.

Budgeting and Reporting

- Work with the CEO and Finance Manager to prepare and present financial reports to the board in an accessible and easy-to-understand way, highlighting any areas of concern or opportunity.
- Develop and monitor the annual budget with the CEO & Trustees.
- Ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal, and regulatory requirements.

Financial Planning and Risk Management

- Develop and implement financial strategies and plans that support the charity's strategic goals.
- Identify and manage financial risks, ensuring the charity's assets are protected and financial obligations are met.
- Advise on the financial implications of the charity's strategic plans and activities.

• Compliance and Governance

- Ensure compliance with relevant legislation and guidelines, including tax obligations and charitable status requirements.
- Liaise with external auditors for the annual audit and ensure that recommendations are implemented where appropriate.
- Stay informed on developments and trends in the nonprofit sector.

• Fundraising and Grants Management

- Support fundraising activities by providing financial input and ensuring financial viability.



Plant watering at
Roots and Shoots



Qualifications and Skills

Essential:

- Passionate about the mission of Family Volunteering Club
- Proven experience in a financial management role
- Strong understanding of nonprofit finance, accounting principles, and financial reporting
- Excellent organisational skills and attention to detail
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word, etc.)
- Strong communication skills, both written and verbal and the ability to turn complex financial documents into something accessible that those without a finance background can also understand

Desirable:

- Professional accounting qualification
- Experience with financial management in a charitable organisation
- Familiarity with relevant legislation and financial best practices in the nonprofit sector

Personal Attributes

- High level of integrity and commitment.
- Analytical and strategic thinker.
- Ability to work collaboratively and build relationships.

‘Interactive, well run, friendly organisers, meeting other local families... the activity, safe space for kids, feeling of helping the community.’



Making Christmas cards to be given to members of Age UK's MYSocial, Brixton

TERMS AND COMMITMENT

Time commitment: The role will require a time commitment of approximately 6 hours per month. This will also include time to undertake mandatory training, including safeguarding.

You will be required to attend Board meetings every quarter which take place in the evening online, plus one in-person Board Away Day each year. You will also be required to attend other ad hoc meetings, and give time to undertake the role as outlined above.

Payment: As with other charity board positions, this role is unpaid (except reasonable expenses).

Term duration: The term of appointment will be three years initially, with a review of performance for renewal for a further three years for a maximum of six years.

DBS checks: Treasurer appointments are subject to DBS checks.

Joining the Board for Family Volunteering Club promises to be an immensely rewarding experience!

You will play a key role in growing this innovative project to have national impact, and the direct benefits it has on family participants and those charities involved.

‘I loved the freedom of being able to do as much as you could, whilst having your children there.’



Organising clothes donations for people who are homeless, with ASLAN.



HOW TO APPLY

If this sounds of interest, we'd be delighted to hear from you!

Please send through a CV and cover letter (maximum one page) by email to **info@familyvolunteeringclub.co.uk** outlining why you'd like to get involved and any previous trustee experience (though please note, previous trustee experience is not essential).

If you would like to arrange an informal chat to find out more, please contact **maddy@familyvolunteeringclub.co.uk**

The deadline for applications is **12 noon on Monday 23rd September 2024**.

Interviews will be arranged for shortlisted applicants in early October to be conducted virtually.

For more information and to see our programmes in action, check out our Instagram page & Website.

Website :

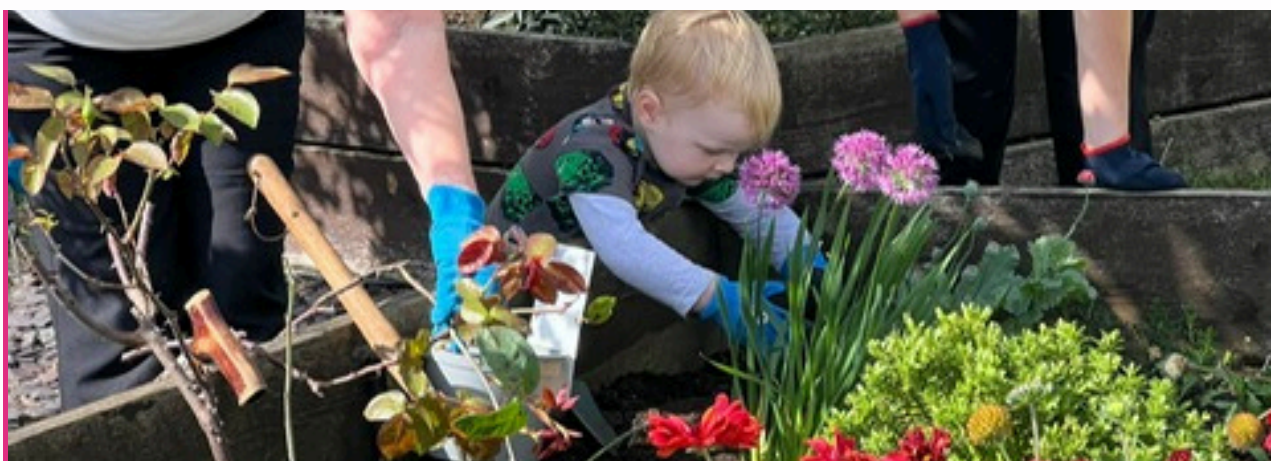
 www.familyvolunteeringclub.co.uk

Instagram:

 [@familyvolunteeringclub_uk](https://www.instagram.com/familyvolunteeringclub_uk)

Address :

 7 - 14 Great Dover Street, London, SE1 4YR



Planting with Bragbury End Gardening Club