

Ten Little Toes : Trustees Needed!

Do you have professional experience that Ten Little Toes could benefit from? Do you want to help guide a brilliant small charity towards its next steps?



Ten Little Toes is a baby bank, and a registered charity. We are entering a period of growth and transition, and we need new trustees to help us navigate this time, develop certain areas of our business, and support and govern us as we move forward with our demanding charitable work.

We are looking for people to fill the following voluntary trustee roles:

**Fundraising
Communications & Donations
Community Support
Company Secretary**

The time commitment will be a minimum of one meeting per quarter (by Zoom until further notice), attendance at events and donations days as needed, and a few hours a month on other duties, to be done as needed and usually from home. In addition, you will act as ambassadors for our work, helping us spread awareness of what we do and encouraging others to support us.

We will encourage all trustees to observe or get involved in some of the day to day activity of the baby bank, to help you understand what we do.

Any successful candidate will be invited to complete a trial period before formally signing up as a trustee.

To apply, please email tenlittletoesbb@gmail.com explaining which role you'd like to apply for and what skills and experience you can offer.

Closing Date for applications: 15 May 2021.

Trustee Roles Explained:

Trustee: Fundraising

You will be able to take on all the usual trustee duties (quarterly meetings, guidance and support with our activities and future plans) and also focus your time on helping us identify funding sources and write funding applications and reports. You will ideally have some experience of getting funding for charities or not-for-profit organisations and will be comfortable liaising with funders on the charity's behalf.

Trustee: Communications & Donations

You will be able to take on all the usual trustee duties (quarterly meetings, guidance and support with our activities and future plans) and also focus your time on developing our website, our marketing messages and our donation campaigns. You will ideally have some professional communications or donations / giving experience. You may also have knowledge of GDPR and CRM software.

Trustee: Community Support

You will be able to take on all the usual trustee duties (quarterly meetings, guidance and support with our activities and future plans) and also focus your time on recruiting and managing new volunteers, building relationships with local organisations and services and helping us remain embedded in our local community.

Trustee: Company Secretary

You will be able to take on all the usual trustee duties (quarterly meetings, guidance and support with our activities and future plans) and also focus your time on taking minutes of meetings, providing admin support, and leading on our search for a new premises. You will have experience of admin, and some knowledge of the governing and administration requirements for running a charity.

Useful Links:

More about us:

www.tenlittletoesbabybank.org

What does it mean to be a Trustee?

<https://www.gov.uk/guidance/charity-trustee-whats-involved>