



Helping homeless, badly-housed and hungry people in Rugby

Role: Director (Fund Raising & Grants Lead)

Hope4 (Rugby) Ltd ethos

At Hope4 we believe that everyone has the right to have a place to call 'home', somewhere that is safe, secure and sustainable, and enough food even when in a crisis. We also believe that everyone should have the chance to realise their hopes and ambitions. As a homelessness charity, our clients are at the heart of what we do and, although Rugby is a small market town, in 2021 we supported over 100 people at our day Centre and provided over 5000 foodbank food parcels. Our staff and volunteers are crucial to making this happen. Our Day Centre is owned, with a mortgage, by the charity and we currently employ 7 members of staff. Fundraising is therefore a vital aspect of our work.

The charity is founded on Christian principles and works to address poverty, primarily homelessness and food poverty in the Borough of Rugby. Our staff and volunteers support these values and ethos irrespective of belief or background.

Where: The Hope Centre, Newbold Road, Rugby.

When: Monthly 2-hour Board meetings usually on a weekday late afternoon, AGM

Time commitment: approx 15-20 hours a month

Overview of the role: This role involves leading on fund raising and grant applications at board level, ensuring that the board of Directors are aware of and kept up to date with any fundraising/grant developments.

Key tasks

Director (Fund Raising & Grants Lead) Responsibilities:

- To work alongside the Treasurer and the rest of the board to plan what level of funds are required to be generated to ensure the effective running of the charity.
- To work alongside the Board to ensure that all grants are sought and written with the purpose of meeting the charities vision and objectives.
- To lead on the organisation of local fund-raising opportunities to support the running of the charity, which may include incorporating national Trussell Trust or Housing Justice fund raising campaigns/events throughout the year.
- To oversee, with operational management support, the writing of high-quality grant applications that are in line with the charities vision and objectives.
- To regularly communicate to the rest of the Board via board meetings or any other communication any relevant information and/or developments regarding fund raising or grant applications.

Objects of Hope4:

- To ensure the Board develop a long-term strategy for the Hope Centre and Rugby food bank with clear objectives which can be monitored and adapted.

Patron: The Right Rev Dr Christopher Cocksworth, Bishop of Coventry
Hope4 (Rugby) Ltd, The Hope Centre, 8 Newbold Road, Rugby CV21 2LJ
Registered Charity in England and Wales (1126487)
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Other responsibilities, along with the Board of Directors, include:

- To work alongside the Treasurer and the Board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure the Hope Centre and Rugby food bank and any other outlets for its services have appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an ambassador of Hope4 in the community.

About you

- A knowledge of and commitment to the work of the Hope4.
- A knowledge, ability and passion for fund raising and grant application writing.
- An ability to lead on any fund raising and grants matters in a supportive and confident manner.
- A knowledge and understanding of social media use and its impact.
- Good communication skills including presentations to local organisations.

Benefits of volunteering

- Using your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the Hope Centre and Rugby food bank.

Impact of your role

- By leading on fund raising and grants matters for the Hope Centre and food bank, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Hope4 via the Hope Centre or Rugby food bank.

Support

A full Director's induction is in place to support the prospective candidate within their role, as well as access to local voluntary action trustee training.

How to apply or for more information, please contact chair@hope4.org.uk

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