



**Community  
Foundation**  
for Surrey

Together we can

## **Community Foundation for Surrey**

### **Funder Plus Volunteer**

We have an exciting new opportunity to join our volunteer team and help us make a difference in Surrey.

**HOURS:** A minimum commitment of 2 x 10-hour assignments, delivered flexibly, over a 6-12 month period.

**SALARY:** This is a non-salaried role but provides an amazing opportunity to support those who need it most in our local communities.

#### **Who we are**

The Community Foundation for Surrey brings together local Donors and those acting to provide positive solutions in our communities for local people and disadvantaged individuals. Our Foundation awarded over £4M in grants in 2020-21 to help our community, more than we ever have in our history, but there is still more to be done.

The CFS Funder Plus (Funder Plus) programme was established in September 2020 to connect charities which are already or potentially associated with the Foundation to a resource pool of skilled volunteers with a range of different skills and experience.

That is where you can help. Come and join us at this exciting time to help us ensure that everyone in Surrey has hope.

#### **What we are looking for**

Our Funder Plus volunteers are essential in helping us reach a more diverse range of charities and the communities they serve as well as supporting the strategic direction of the Foundation. We believe in a stronger fairer Surrey enabling everyone to support organisations who are making a positive difference to our communities so

that no one is left behind. We play a unique role to bring together those able to give with charities and community organisations in need of support.

Smaller charities are understandably focussed on the needs of their community, they are often very local or offering a very niche service – provision for children and young people, and support in the criminal justice system, is particularly dominated by small charities. They are uniquely well-placed to identify and support those most in need in our local community, they are very cost effective in delivering services and they can respond very quickly to emergency need BUT they are often so preoccupied with simply 'staying alive' and continuing to support their often very needy clients that they have no headspace to deal with administration, human resource issues, accounting requirements and general management and may also need some form of more strategic support.

The Community Foundation for Surrey does not want to be in the position of only awarding grants to large charities who employ teams of professional fundraisers, accountants, or governance professionals – we need to ensure that we create an equal opportunity for all community organisations. Upon request and subject to assessment, Funder Plus provides one or more volunteers with relevant business and/or professional skills on a short-term assignment to guide the charity through its immediate issues, with the shared goal of putting in place a sustainable solution.

As an organisation we are committed to working in ways that celebrate our county's diversity and to enabling people from all communities to be part of our work.

### **Purpose of role**

To help selected charitable organisations in Surrey to achieve their full potential by providing short-term coaching and practical support.

Funder Plus volunteers will bring their experience and a desire to help, through listening to the key issues that need to be addressed, questioning to aid understanding, and introducing relevant information, signposting models or ways of thinking and practical steps to achieve the desired outcome.

### **What's really important to us**

Funder Plus volunteers will have relevant expertise and experience in one or more of the following core or expansion areas:

Funder Plus volunteers to date have focussed on the following types of assignments:

- Book-keeping & accounting;
- Applying for funding;
- Structuring and setting up a charitable organisation
- Strategic business planning or mission development

As it expands the Funder Plus programme plans to encompass the following areas of support:

- Administration

- Facilities management
- Finance & accounting
- IT
- Fundraising
- Legal
- Management
- Governance
- HR
- Marketing
- Commercial management

### **Key Elements of the Role**

To use skills and experience for the benefit of one or more local charitable organisation(s).

Examples may include the following:

- Support with specific governance or financial accounting issues;
- Assist the organisation to develop systems and processes;
- Help solve a specific problem;
- Temporarily fill a skills gap;
- Develop strategic, organisational, fundraising, communications plan(s);
- Mentor a chief executive or a team leader;
- To share experiences and learning with the team of Volunteers by attending Steering Group meetings or contributing to communities of practise where appropriate.

### **Person Specification**

#### **Essential**

In addition to the relevant expertise and experience, it is equally important how you engage with your charitable organisation and we are looking for volunteers who can demonstrate:

- Good interpersonal and listening skills;
- A coaching approach with clear and unambiguous communications
- The ability to develop trust and empower others
- An understanding of and empathy with the ethos of the charitable/ not for profit sector;
- A common sense and flexible approach;
- Willingness to undertake required training;
- Computer literate, access to and use of email;
- Ability to travel;
- Able to prove a minimum of 2x10 hour assignments, delivered flexibly, over a 6-12 month period;
- Having met with the prospective charity and agreed to proceed, commitment and energy will also be requisite.

## **The icing on the cake**

- Experience of working in the charitable/not for profit sector.
- Experience of providing coaching support in the charitable/ not for profit sector.

## **Benefits**

A great opportunity to try out volunteering by using your business skills to give back to a local charity and the community they serve – helping them grow and develop without feeling that you have to commit to a long-term volunteering role.

## **LOCATION:**

The Foundation operates a Hybrid working arrangement – the work will be mainly home-based, with some occasional travel to offices of charitable organisations around Surrey the Foundation's offices in Woking. In addition, travel throughout the county will be required for meetings and events.

**TRANSPORT:** Reasonable expenses will be paid on agreement.

**ACCOUNTABILITY:** Reports to the relevant Funder Plus Area of Expertise lead.

## **Working environment**

Funder Plus assignments may involve some face-to-face meetings with the charitable organisations you are partnered with – a great way to find out more about your local community – but the majority of support can be provided from your home or office, using your business expertise. The Funder Plus programme will provide a full induction programme for all volunteers and runs a buddy system so new volunteers are partnered with experienced colleagues for their first assignment.

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## **HOW TO APPLY**

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Please send your latest CV and a covering letter explaining why you would be a great fit for Funder Plus, referencing 'Funder Plus Volunteer' in the subject line to [recruitment@cfsurrey.org.uk](mailto:recruitment@cfsurrey.org.uk).

**CLOSING DATE: Friday 21st October 2022.**

**PANEL: Informal discussions with potential volunteers will be held the week commencing Monday 31st October 2022.**