

**Volunteering with Kingston Charitable Foundation**

Thank you for expressing an interest in volunteering with us. Volunteers play a crucial role in our charity, and we would not be able to run as effectively without them. As a small organisation the time that you choose to volunteer with us will make a real impact on what we can collectively achieve.

By joining us, you could help us to improve the lives of local people in the Borough of Kingston upon Thames.

Kingston Charitable Foundation launched in February 2021, following 8 successful years as Love Kingston. Love Kingston raised money for and awarded £116,000 in grants to 53 organisations.

Since launching, Kingston CF has been raising funds for and awarding grants every month to local charitable organisations, in the Borough of Kingston as part of our Small Grants Programme. Our vision is to build stronger communities where everyone’s needs are met,

We are a small organisation with a friendly, energetic team and we rely on volunteers to help us build our capacity in order to be able to help and support more local people in our community.

We have 5 volunteer roles currently, and these include Community fundraising events support, Grants office support, Social Media content creator, Website content administrator and Trustee. Currently, the majority of our roles are home based.

Please see below more detail about our current roles. If you would like to apply for one of these, please complete and return your Volunteer Application Form and Monitoring Form to volunteering@kingstoncf.org.uk If you have any questions or you would like help completing the form, please contact us on 020 8255 6056.

When applying, please include the email addresses of 2 people who have known you for 1 year or more and are prepared to provide a written reference for you. At least one of these should be a professional referee, or a college tutor if you do not have work experience. Both your referees will be contacted for written references – please ensure the email address that you give is correct and let your referees know they will be contacted.

Once your references are back, we will contact you and invite you for interview; this will most likely be on Teams or zoom, whichever works best for you. If your interview is successful, we will need to complete your DBS with you, if you do not already have one of your own.

Your DBS will be sent directly to you once it has been processed; Kingston CF will be notified if your DBS is clear or not. If your DBS is not clear, this doesn’t necessarily mean you cannot volunteer with us.

**Volunteer roles**

**Community fundraising events volunteer** (home based for now / in person at our events)

Kingston CF plans, creates, and hosts a variety of fundraising events each year. As an organisation that hosts lots of events, we need volunteers to help us with the following:

* Venue and theme research
* Planning events and inviting guests
* Supporting our experienced team in hosting events

Amongst others, our events will include the following this year:

* Regency Dance
* Wine Tasting Event
* The Big Give

We are looking for energetic, fun, and creative volunteers to join us as fundraising events volunteers. This is a vital role that would suit someone with an outgoing personality, who would like to gain experience in event planning and delivery.

This role reports to the Community Engagement and Development Manager.

**Grants office support volunteer** (home based for now / possibly hub based in part in future)

Awarding grants is at the centre of what our organisation does. We award grants every month to small organisations in Kingston upon Thames, as part of our Small Grants Programme. These grants are awarded to charitable organisations that are doing incredible work at the heart of our community. Very often these organisations are small and without the capacity to apply for traditional grants from other organisations, but we have streamlined our application process in order to make it easy for them to apply.

A large part of our grants work is research and outreach, to spread the work and to find these small organisations that are doing incredible work in our communities, supporting local people.

Grants awarded since our launch in February this year, have included the following: Voices of Hope, Crossways Pregnancy Crisis Centre, The Chessington Community Food Project, Peterson’s Fund for Children, RBKares, Sewing4Kingston, Save the World Club, Thames Sailing Club, KAG Advocacy and Brighter Living.

We are looking for bright, interested volunteers to join our grants office team. The role would include outreach, research and administration and is an excellent opportunity for someone that would like to gain practical charity sector experience.

This role reports to the CEO.

**Social Media content creator volunteer** (home based, anytime)

We are looking for someone to support the Community Engagement and Development Manager, in creating Social Media content.

Your work will help raise awareness of our organisation and encourage community engagement, making a positive impact on your local community.

This role includes:

* Creating template posts for Instagram, Twitter and Facebook using Canva (content will be provided by the Community Engagement Manager)
* Helping to timetable posts using Hootesuite
* Assisting in the strategic planning of fundraising campaigns by finding and assessing appropriate #days and awareness campaigns to piggyback on

Ideally you would already be familiar with these social media platforms and have confidence to help create posts in each format, however this is not essential. Common sense and social media knowledge are what this role requires. If you are not already familiar with Canva and Hootsuite, training can be provided, although a good grounding in technology would be helpful.

This role reports to Community Engagement and Development Manager.

**Website content administrator** (home based, anytime)

We are looking for a volunteer that is experienced in WordPress Admin to support the team in updating the Kingston CF Website with text and images.

No coding experience needed; this role would only require updating the existing site.

This role would suit someone who is a self-starter and has a proven track record of successfully updating website content specifically using WordPress.

This role would report to the CEO.

**Trustee** (online Board Meetings for now, possibly in person in future)

The Trustees of Kingston CF are responsible for setting the strategic direction of the charity and for overseeing and supporting its implementation. The role of a Kingston CF Trustee includes the following:

* Giving clear direction, leadership, guidance, and advice to the Kingston CF staff
* Safeguarding the good name and values of Kingston CF and acting as an ambassador for the charity
* Providing vision, inspiration and support to the Kingston CF staff
* Ensuring effective and efficient administration of the charity
* Ensuring the financial stability of Kingston CF
* Appointing staff as needed and monitoring their performance
* Using specific skills, knowledge, or experience to help the Board of Trustees to reach sound decisions

The role would include, reading board papers prior to Board meetings and contributing to or leading discussions in these meetings. There would also be scope to act as a board champion for a particular area of Kingston CF work, identifying and focusing on key issues and guiding new initiatives.

The Board currently meets bi-monthly with the aim to move to quarterly later in 2021. At present these meetings are held virtually, in the evenings, and typically last around an hour.

Most of our work outside of Board meetings is carried out through three Subgroups: Marketing, Donor, and Operations. These meet more frequently, typically monthly and support the Kingston CF staff with hands-on activity where necessary. The time commitment varies from Subgroup to Subgroup (and depending on the availability of the individual Trustee) but would not normally exceed the equivalent of one day per month.

All Trustees are expected to participate in at least one Subgroup as well as attending the full Trustee Board meetings. There are currently six Trustees, and the aim is to have up to 9; this would ensure each Subgroup can be adequately resourced, and nobody is overloaded.

We are specifically looking to recruit Trustees with the following career backgrounds, HR and Legal. We are also looking for Trustees that can speak additional languages to assist us with our community reach. The Trustee role reports directly to the Chair of the Board of Trustee.

For further information about our organisation, please visit:

[www.kingstoncf.org.uk](http://www.kingstoncf.org.uk)

[www.lovekingston.org.uk](http://www.lovekingston.org.uk)

Follow us on [twitter](https://twitter.com/LvKingston)

Connect with us on [LinkedIn](https://www.linkedin.com/company/kingston-charitable-foundation/)

Find us on [facebook](https://www.facebook.com/TheKingstonCharitableFoundation/%22%20%5Co%20%22https%3A//www.facebook.com/TheKingstonCharitableFoundation/) and [Instagram](https://www.instagram.com/lovekingstonuk/)

To read about the grants that have been awarded this year, please see our [recent article](https://www.linkedin.com/pulse/kingston-charitable-foundation-our-kingston-charitable-foundation) on LinkedIn.

Please contact the team if you would like to discuss any of our volunteer roles volunteering@kingstoncf.org.uk or 020 8255 6056.