**Volunteer & Training Role Description**

**Who We Are**

LonGBoaT Wakefield has been running for many years but achieved Charity Incorporated Organisation (CIO) status in April 2024.

Serving the LGBT+ community in Wakefield we organise events and activities throughout the year as well as an annual pride event. The aim of the organisation is to further expand our offering to the community and gain insight to the requirements of the community to plan and develop required services.

**Role Description**

The role of the Fundraising Officer is important for the delivery of LonGBoaT Wakefield CIO’s aims and objectives and the objects outlined in our governing document.

The Fundraising Officer will be fundamental in seeking opportunities for funding and coordinating fundraising events with the rest of the Trustees and volunteers. This is a key role within the organisation and requires good communication and the ability to translate our aims and objectives to protentional funders.

**General Trustee Duties**

As a Trustee it is expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meetings).

* Ensure that LonGBoaT Wakefield CIO always complies with its governing document, charity law and any other relevant legislation or regulations.
* Ensure that LonGBoaT Wakefield CIO pursues its objects as defined in its governing document.
* Maintain proper financial control and ensure that LonGBoaT Wakefield applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
* Set and maintain vision, mission and values.
* Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To support the operational management of the organisation
* Monitor, enforce the implementation of internal policies and review them where necessary.
* Ensure that risk assessments for all aspects of the charity are carried out and maintained.
* Safeguard the good name and values of LonGBoaT Wakefield CIO.
* Maintain effective board performance and ensure the effective and efficient administration of LonGBoaT Wakefield CIO including funding, insurance and premises.
* Act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation
* Use any specific skills, knowledge or experience to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.
* A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of LonGBoaT Wakefield CIO in mind.
* The term of office is three years. A Trustee can retire early by giving notice in writing.
* Trustees are expected to read documents and think critically about them in preparation for the Trustee Board meetings.

**Volunteer & Training Duties**

* Develop and maintain a volunteer recruitment strategy and processes from advertising through to onboarding and induction.
* Manage volunteer enquiries and process applications.
* Act as the ambassador of the organisation to promote opportunities for volunteering.
* Represent volunteers within the organisation and act as a conduit between the Trustees and volunteers.
* Ensure that all volunteer and Trustee time is recorded accurately.
* Identify training needs of the organisation and its staff, volunteers and Trustees.
* In liaison with other trustee’s plan events and activities for volunteer and training requirements.
* Ensure appropriate training is planned in and attendees signed up.
* Provide regular information to Trustees of volunteer and training opportunities, numbers and projects.
* Organising, supporting and attending new and existing events where required.
* Contributing to an annual calendar of events and activities.
* Develop and maintain links to training opportunities throughout the community and promote to Trustee’s and volunteers.