

Volunteer Role: Board Member - Trustee

Project: Feniks

Support Person	Magdalena Czarnecka, Chief Executive Officer Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
Role Purpose	The purpose of the role is to assist in the leadership of Feniks as a Board Member.
Specific Tasks	<ul style="list-style-type: none"> • Supporting and participating in the decision making processes of the board for all aspects of Feniks's management • Attending the Board Meetings once a month • Helping to ensure that the Feniks's actions and finances comply with the law • Support with funding applications • Representing Feniks at occasional events
Skills and Qualities Needed	<p>Essential:</p> <ul style="list-style-type: none"> - A strong interest in community work - Experience of at least one of the following areas: counselling, management, voluntary sector development, fundraising, business, PR & marketing. - A commitment to equality and diversity <p>Desirable:</p> <ul style="list-style-type: none"> - Knowledge/experience of charity law is useful but not essential - Experience in a similar role is desirable but not essential.

Commitment	One Monday evening every month plus additional reading and planning for meetings. Board members are asked to attend occasional promotional events.
Support and Training	<p>The volunteer will be introduced to the organization by its' Chief Executive Officer. The volunteer will receive a specific introduction to the tasks related to their role.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general (mental health, group work, third sector, social media etc.).</p> <p>There are also volunteers meetings which help to get to know other volunteers and build community.</p>
Expectations of volunteer	<ul style="list-style-type: none"> • Commitment to the role • Confidentiality • Following Feniks's policies
Location and time of volunteering	The Board Meeting is held in Feniks office (151 London Road, Edinburgh EH6 7AE UK) on one Monday evening a month.
How to apply	<p>For informal enquiries about this post, please contact Feniks at 07510 122 425 or magda.czarnecka@feniks.org.uk</p> <p>To apply, please send a CV and cover letter to magda.czarnecka@feniks.org.uk</p>

Task Description Updated: 12th of August 2019