



### **VACANCY - BOARD MEMBER – GRANT FUNDING**

Hoole Community Development Trust (HCDT) is a registered charity based at the Community Centre in Westminster Road, Hoole, Chester.

The purpose of the Trust is to operate the Centre itself; we rent rooms; provide a community cafe and organise community events so that it is financially independent and can play a full part in developing a vibrant community in Hoole.

We are looking for a board member who can prepare grant applications. The financial success of the Trust and its ambition to support Hoole to ever improve is dependent on the operating financial success of the centre and in achieving regular grant funding to support initiatives and capital improvement projects.

We are an equal opportunity organisation and believe we offer challenging yet fun and fulfilling opportunity for those who enjoy working in communities.

#### **KEY RESPONSIBILITIES**

- To research (individually and conjunction with other organisations) potential grant funders
- Prepare grant application forms that match funders ambition and those of the Trust
- Meet with potential grant funders to understand requirements or place in process
- Ensure all criteria in successful applications are met and evidenced
- To attend board meetings (4 a year plus an AGM and occasional ad hoc meetings)
- Advise the board and management on grant funding issues
- Target potential customers and/or initiatives that will improve revenue streams
- Work with “others” (local businesses; the council; residents and local organisations) to apply for joint funding initiatives that benefit Hoole

#### **KEY COMPETENCIES AND EXPERIENCE**

- Attention to detail
- Influencing skills
- Negotiating skills
- Rational persuasion

We are looking for someone who is experienced at preparing; following up and accounting for grant applications and has a genuine interest in developing community cohesion and maximising the potential of the Community Centre itself. We are looking for someone who will get things done.

#### **DESIREABLE EXPERIENCE AND INTEREST**

- Previous board member (or equivalent) experience
- Willingness to be hands on and volunteer
- Experience of working in a charity or social enterprise

#### **GET IN TOUCH**

If you are interested in applying for this voluntary position please contact Paula Norris (Centre Manager) at the centre.