



The Quiet Garden Trust is seeking volunteer Trustees or Advisors with interest and expertise in one of the following areas:

Fundraising (page 1)

Charity Law and Good Practice (page 2)

Nurturing non-UK Quiet Gardens (page 3)

Fundraising

- To assist Trustees and staff to create and implement a fresh Fundraising Strategy
- To contribute knowledge of fundraising techniques and strategies
- To assess appropriateness of fundraising techniques and strategies to the overall organisation strategy
- To ensure that fundraising is carried out in legal, honest and accountable ways.
- To champion the Charity and Network on our behalf to solicit funds on a peer to peer basis

Specific Qualities desired include:

- * Fundraising experience for small charities
- * An understanding of the UK charity sector, relevant legislations and statutory requirements, and the Fundraising Code of Practice
- * An understanding of the challenges facing small UK charities in maximising income streams & donor cultivation
- * Experience of diverse fundraising practices, including Trusts, corporate and philanthropic giving would be valuable
- * Excellent networking skills, influencing and communication skills

Time Commitment – negotiable but ideally at least one or two days per month including one day and one overnight trustees meeting per year. Initially additional time may be helpful.

Personal Qualities for all Trustees or Advisors for The Quiet Garden Trust include:

- * A commitment to vision and values of The Quiet Garden Trust
- * A practising Christian, who is open-hearted and able to work ecumenically
- * An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (if a trustee)
- * A willingness to devote the necessary time and effort to their duties as a trustee or expert advisor
- * Strategic vision
- * Good independent judgment
- * Ability to think creatively
- * The courage and willingness to speak their mind
- * Ability to work as effective team member
- * Adherence to the Nolan Committee 7 principles of public life:
Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Some of the benefits we can offer you

Volunteering with us will give you the opportunity to learn new skills or to use your existing skills and expertise in a new context. You will meet new people and be working with a small team. Because we are a small organisation volunteers work directly with our core team of staff and trustees and have the chance to make a real difference.

If you are interested in volunteering as a Trustees or Advisor please email info@quietgarden.org with details of your interest and experience.



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Charity Law and good practice

- To assist Trustees and staff to keep up to date and comply with law and recommendations from the Charity Commission in connection with governance, reporting and administration
- To ensure that the Trustees Board and Staff are kept abreast of changes in legislation, policy and advice
- To assess and recommend the response required for The Quiet Garden Trust to such changes
- To review practice in governance and administration once a year and to help implement changes required

Specific Qualities desired include:

- * An understanding of the UK charity sector, good governance, Charity Commission, Companies House requirements, relevant legislations and statutory requirements
- * Ongoing knowledge of updates to UK charity legislation and good practice
- * Ability to assess relevance of Charity Commission requirements and good practice advice to small charities
- * Ability to provide clear advice on procedural and relevant legislative matters
- * Ability to write clearly

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Nurturing non-UK Quiet Gardens

- To assess the current ways in which Quiet Gardens outside the UK are developed and supported and suggest innovations as appropriate.
- To work with the Quiet Garden office team to encourage new gardens and support existing ones in countries outside the UK.
- To ensure that 'overseas' Quiet Gardens are included in discussions at Trustees Meetings.

Specific Qualities desired include:

- * Ability to analyse, innovate and think strategically
- * Effective relationship and network building ability
- * Good communication skills and confidence in use of electronic communication
- * Good organisational skills
- * Experience of living or working in other cultures
- * Some knowledge of Christian denominations and communities worldwide
- * Sensitivity to cultural difference and appropriate language

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The Trust runs on a tight budget so there will be no finance available for overseas trips!

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