



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](mailto: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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