



Richmond Furniture Scheme
Your local furniture re-use charity

Volunteer Trustee Role Description **July 2021**

Be kind, be bold, be creative

Role of Richmond Furniture Scheme

Richmond Furniture Scheme (established in 1992) is a furniture reuse charity based in the London Borough of Richmond upon Thames. It currently employs seven people and is also assisted by a team of committed volunteers. Over the years, RFS has helped thousands of people on low incomes as well as the general public with the provision of low cost, recycled and refurbished furniture. In addition, we continue to provide training opportunities and a route back to employment for the many volunteers who work alongside our staff to make the Scheme a success.

The formal objectives of the Scheme are:

- Relief from hardship and poverty by providing affordable furniture and household goods at minimal cost to people in need.
- Reduction of waste to landfills and helping with the preservation of the environment by encouraging reuse/recycling of donated furniture and household goods.
- Offer the community opportunities to volunteer, gain work experience and learn new skills.

The Scheme accepts and collects donations of furniture from the general public, repairing and upcycling the furniture where necessary and selling and delivering it at low prices to people in need and at marginally higher prices to the general public. In addition, the Scheme continues to provide basic training and work experience and volunteering experience to provide a route back to employment.

While we are a charity assisting those on low income and we rely on vital grants from Richmond Borough Council and other local grant awarding charities, we also aim to be commercially successful to be able to be self-supporting as far as possible.

Role description and attributes

Richmond Furniture Scheme is an **equal opportunity employer**. We **particularly** welcome applications from diverse ethnic and cultural backgrounds.

The Scheme currently has six Trustees. Our aim is to have seven, but with one of the team due to retire 1 December following years of service to the board, we would benefit from having two more Trustees. All Trustees at the Scheme play a crucial role in collectively leading and ensuring that the Scheme is well governed. The Board has overall responsibility of the charity's affairs, ensuring it is solvent, well-run and delivering on the objectives for which it has been set up.



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Our Board of trustees come with diverse skills and experience to help the Scheme achieve its aims. We would welcome candidates who have professional and managerial experience from any sector even though skillsets in the following would be particularly beneficial:

- IT strategy, systems and implementation,
- Fundraising, donor relations, and business development.

Working with the other trustees and the CEO the main responsibilities of the role include:

- working proactively with the CEO to ensure that the organisation is effectively and efficiently administered,
- contributing actively to the board of trustee's role in providing strategic direction to the Scheme, setting overall policy, defining goals and setting targets and reviewing performance against agreed targets,
- possessing strong communication skills and wider people skills. Must possess basic digital capabilities such as emails, ability to review online documentations and join virtual meetings,
- willingness to take collective responsibility for the governance of the charity,
- participating in activities to promote RFS to our beneficiaries, funders and wider public,
- analysing risks and opportunities, and taking a balanced approach to both,
- assisting the CEO where needed in staff appointments when vacancies occur and on all other staff and volunteer issues including health and safety and meeting legal requirements,
- liaising with the CEO and other trustees as appropriate with regard to any issues that arise, for example on performance management or disciplinary procedures,
- working closely with CEO and the board of trustees in exploring, developing and negotiating collaborative partnerships and commissioning opportunities (for example with local authorities) that conform to Scheme objectives and are financially viable,
- assisting with the ongoing development of the Scheme through successful fund raising and collaborative activity and ability to draw on network of contacts where appropriate.

The role provides the opportunity to work with a group of committed employees and volunteers to make a tangible difference to the performance of a small but busy organisation as well as providing the satisfaction of knowing that the work is benefitting disadvantaged members of society as well as helping to improve the environment.



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Time commitment and location

The board of trustees hold monthly meetings where they receive operational reports and discuss and take decisions on all aspects of the Scheme. The minimum time commitment expected of Trustees is attendance at these meetings that may be held virtually through Microsoft Teams or at the Scheme's premises in Twickenham. Ideally, appointees will also be willing and available for telephone consultation should there be a need for the Scheme staff to reach members of the Board.

Safeguarding

Richmond Furniture Scheme is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of Trustees is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All adults who work with or on behalf of children and young people in these organisations must be competent, confident and safe to do so.

All posts working with Children and Vulnerable Adults should be aware of and share the commitment to safeguard and promote the welfare of children, young people and vulnerable adults when applying for jobs within Richmond Furniture Scheme.

For further information and expressions of interest please contact admin@rfsonline.co.uk or call 02087554665