



Voluntary Management Committee Member

Sunshine of Hounslow & Ealing CIC

Registered CIC No. 16013718

 www.sunshineofhounslowandealing.org.uk

About Us

Sunshine of Hounslow & Ealing is a vibrant, community-focused organisation dedicated to improving the lives of local residents. We are passionate about inclusion, accessibility, and making a positive difference across Hounslow and Ealing.

We are currently seeking a positive, committed, and community-minded individual to join our Management Committee on a voluntary basis. This role is ideal for someone who wants to give back, including retired professionals who still want to use their skills to make an impact.

Role Overview

Position: Management Committee Member (Voluntary)

Location: Hounslow / Ealing

Time Commitment: 6 meetings per year (bi-monthly)

Expenses: Reasonable travel expenses reimbursed

You will work closely with the CEO and fellow committee members to provide leadership, oversight, and strategic direction, ensuring the organisation is well-governed, sustainable, and effective.

What We Offer



Support and guidance from the CEO



A friendly, inclusive team environment



Opportunity to shape and support community services



Travel expenses covered



Open to all ages and backgrounds

If you can check emails, use basic Excel, and care about your community — we'd love to hear from you.

Key Duties & Responsibilities

Governance & Leadership

- Support the CEO in delivering the organisation's vision, strategy, and business plans
- Ensure strong governance, accountability, and compliance with legal and regulatory requirements
- Lead and contribute to key governance matters
- Ensure policies are up to date and compliant with changes in legislation
- Monitor and evaluate organisational performance against agreed objectives
- Ensure the organisation is well-run, transparent, and accountable

Strategic & Operational Oversight

- Attend and actively contribute to bi-monthly Management Committee meetings
- Assist with strategic planning and programme development
- Monitor projects and provide constructive feedback to improve service delivery
- Oversee organisational records, policies, and key documentation
- Support responsible management of organisational resources and assets

Finance & Sustainability

- Oversee finances, including budgeting and resource allocation
- Work with the Finance Manager and trustees to ensure financial stability
- Support fundraising activities and long-term sustainability planning
- Help develop and maintain relationships with funders (statutory and non-statutory)

People & Community Engagement

- Provide guidance or mentorship to staff and volunteers where appropriate

- Support staff recruitment, training, development, and performance management
- Represent the organisation at meetings, events, networking opportunities, and in the media
- Build and maintain strong relationships with partners, funders, and service users
- Advocate for inclusivity and accessibility across all activities

Administration & Digital Support

- Support basic digital administration (emails, Excel, filing)

Person Specification

Essential

- Honest, positive, and energetic approach
- DBS check (required)
- Able to work with people from all ages and backgrounds
- Comfortable using email and Microsoft Excel
- Strong communication and interpersonal skills
- Organised, reliable, and self-motivated
- Able to commit to at least 4 Management Committee meetings per year and respond to occasional organisational matters

Desirable

- Experience in the charity, voluntary, public, or community sector
- Previous leadership or governance experience
- Retired professionals warmly encouraged to apply
- Knowledge of CICs, governance, or nonprofit management
- **Friendly nature and genuine passion for community service**

Equality & Accessibility

We welcome applications from all walks of life and are committed to inclusivity. Accessibility needs can be

accommodated wherever possible.

How to Apply

Please contact Sharnjeet and Caitlin via email:

 sunshineofhounslow@gmail.com

 avinashjahlli@yahoo.com

 gagan.ruprah@hotmail.com

Applications are encouraged as soon as possible.