



## **Duties of the Charity Director for Registered Charity CIC Sunshine of Hounslow and Ealing Charity No. 16013718**

**[www.sunshineofhounslowandealing.org.uk](http://www.sunshineofhounslowandealing.org.uk)**

**Are you a positive, energetic, and honest person who loves giving back to the community? Sunshine of Hounslow & Ealing is looking for a bubbly and experienced individual to join us as our new Voluntary Charity Director!**

- ♥ **Work under the guidance of our CEO**
- ♥ **10–12 hours a week (flexible)**
- ♥ **All backgrounds and ages welcome — including retirees**
- ♥ **Travel expenses covered**
- ♥ **A happy heart and a bit of computer knowledge go a long way!**

**If you can use Excel, check your emails, and want to make a difference — this role is for YOU!**

### **Job Description – Voluntary Charity Director**

Organisation: Sunshine of Hounslow & Ealing

Position: Charity Director (Voluntary Role)

Reports to: CEO

Hours: 10–12 hours per week

Location: Hounslow/Ealing area

Expenses: Travel expenses covered

We are a vibrant and community-centred charity seeking a new Charity Director to help guide our work in serving local residents. This is a fantastic opportunity for someone with leadership experience, particularly those who are retired and still want to make an impact.

### **Duties & Responsibilities**

- Support the CEO in delivering the charity's vision and objectives through a strategy and business plans
- Oversee and ensure good governance of the charity's operations
- Attend monthly or fortnightly team meetings
- Help manage charity records, policies, and key documentation
- Overseeing the charity's finances, including budgeting and resource allocation.
- Leading fundraising efforts and securing long-term financial stability.
- Working with the finance manager and trustees to ensure financial stability.
- Represent the charity in public engagements and networking events
- Assist with strategic planning and programme development
- Monitor charity projects, and provide feedback to improve service delivery
- Provide mentorship or guidance to staff and volunteers
- Support with basic digital administration (emails, Excel, filing)
- Advocate for inclusivity and accessibility across all activities
- Developing and maintaining relationships with funding bodies (statutory and non-statutory).
- Writing funding bids and negotiating contracts.
- Building and maintaining strong relationships with partners, funders, and service users.
- Representing the charity at meetings, events, and in the media.
- Managing the charity's resources responsibly, including financial controls and asset security.
- Ensuring compliance with legal and regulatory requirements.
- Overseeing staff recruitment, training, development, and performance management.
- Leading on key governance aspects of the charity.
- Ensuring the charity is accountable and well-run.
- Making sure policies meet changes in law and regulations.
- Monitoring and evaluating the charity's performance against its objectives.
- Reporting on the charity's activities and impact.

## Person Specification

Essential:

- Positive personality
- DBS required

- Able to work with people of all ages and backgrounds
- Comfortable using email and Microsoft Excel
- Good communication and interpersonal skills
- Organised and self-motivated
- Able to commit to 10–12 hours per week

Desirable:

- Previous experience in charity, public sector, or leadership role
- Retired professionals encouraged to apply
- Knowledge of governance and nonprofit management is a plus
- Friendly nature and passion for community service



We welcome applications from all walks of life and are happy to accommodate accessibility needs.

To apply, please contact Sharnjeet on [sunshineofhounslow@gmail.com](mailto:sunshineofhounslow@gmail.com)

**Deadline to apply 31<sup>st</sup> August 2025**