

## PR & Communications Trustee: United in Hammersmith & Fulham.

### Location

London Borough of Hammersmith & Fulham

### The organisation

United in Hammersmith & Fulham (UNITED) is a [place-based giving](#) scheme that promotes, inspires and helps fund activities that deliver a strong sense of belonging in our diverse London borough.

We were created by two long established trusts serving Hammersmith and Fulham respectively. Hammersmith United Charities (HUC) and Dr Edwards and Bishop King's Fulham Charity (DEBK), as part of their joint 400<sup>th</sup> anniversary, came together to create a new entity to rebuild the tradition of local philanthropy.

Over the last two years, we have undertaken a programme of work to establish our new charity. We have the core infrastructure in place, and have also established a small grants programme aimed at bringing people in the borough together to strengthen their bonds as neighbours.

We are now moving into the next phase of the development: seeking to engage with the general public and a private donors through awareness and fund raising. This is envisaged to be supported by a giving campaign for 2020-22.

You can find out more about us at [our website](#).

### The opportunity

We would like to appoint a trustee on the Board who can bring the expertise to help shape our PR & Communications with the focus on helping United achieve greater brand awareness of its work, specifically with a local area.

This is an exciting opportunity with potential to improve the lives of people across the borough.

### The person

The PR & Communications Trustee will operate in a non-executive capacity, and we wish to recruit a senior experienced PR, marketing, branding or communications practitioner. The following demonstrable skills are desired:

- PR and reputational management
- Branding and brand management

**United in Hammersmith & Fulham** Sycamore House, Sycamore Gardens, London W6 0AS

0208 6000 652 [team@unitedhf.org](mailto:team@unitedhf.org) [www.unitedhf.org](http://www.unitedhf.org)

Hammersmith United Charities Registered Charity No: 205856 Dr Edwards & Bishop King's Fulham Charity Registered Charity No: 1113490

- Digital and social media
- Marketing and communications skills for a charity perspective

This accompanies the main duties of the Trustees across the Board:

- Set and maintain vision, mission and values
- Develop strategy, set overall policy, define goals and set targets and evaluate performance against agreed targets
- Ensure that the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the Charity pursues its objects as defined in its governing document
- Maintain proper financial control and ensure that the Charity applies its resources exclusively in pursuance of its objects
- Ensure accountability
- Safeguard the good name and values of the Charity
- Promote the Charity
- Able to offer a time commitment of 6 evening meetings per year

We aim to recruit the person who is most suited and welcome applications from people of all backgrounds who represent our borough – men and women, people of all ages, sexual orientations, nationalities, religions and beliefs.

However, we particularly encourage applications from women, disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are currently underrepresented.

### **How to apply**

Please send us a CV with a covering letter explaining how your experience matches the person specification and highlighting what you think you will bring to the role.

**The closing date for applications is 23:30hrs on Sunday 15<sup>th</sup> September, 2019.**

Interviews are likely to be in mid September, at Dawes Road, Fulham SW6.

Please note that this role is unremunerated.

### General Data Protection Regulations

By submitting your application you are consenting to the processing and storage of your personal data in order that you can progress through our volunteer recruitment and management process.

We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to UCheck (a service for managing and processing Disclosure & Barring Service clearance applications), Hammersmith United Charities (one of our founding partners who provide support services to UNITED in Hammersmith and Fulham) and our HR Advisors. We will also, as required, contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your volunteering role and to comply with our statutory and legal obligations.

If your application is unsuccessful we will retain your information for 1 month; after this date it will be safely destroyed. If your application is successful we will retain your information for the duration of your commitment and up to 6 years after you cease volunteering.#



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