Retail and Income Generation Trustee

Overview

We are looking for an enthusiastic and passionate person with a background in retail operations and income generation who could devote their time to serving as a trustee for our Branch.

Alongside passing on your expertise, this opportunity will give you the chance to influence how we care for and prevent animal cruelty and to drive the implementation of key initiatives. You will serve on the governing body of the charity and be instrumental, alongside fellow trustees, in the running of the Branch and setting out both the short and long-term aims.

Trustees would be expected to attend a monthly committee meeting lasting some 2 to 3 hours. In addition, the Retail & Income Generation Trustee would be expected to support the Branch Manager in the operational running of the Charity shop and in maximising income as required.

About the RSPCA

Founded in 1824, we have been saving animals for over 200 years and are proud to be the oldest welfare charity in existence. It has always been our vision to live in a world where all animals are respected and treated with compassion, so our volunteers and employees work tirelessly to ensure that all animals can live free from pain and suffering.

Through our numerous campaigns, we seek to raise standards of care and awareness of issues affecting animals today. We rely heavily on our volunteers, who play a significant role in enabling us to carry out this important animal welfare work every day!

The RSPCA Surrey East Branch

The RSPCA Surrey East Branch is one of the RSPCA's many branches, but we are also a separately registered, independently funded charity, caring for animals in our local area.

Through education, advocacy, and support, we strive to create a community where all animals are respected and protected.

Primary responsibilities of the Branch Trustee – Retail and Income Generation

- Assist the Branch Manager in maximising the profitability of the Branch's charity shop.

- Work with the Branch Manager to explore any potential for expanding the retail operation by researching the potential for further charity shops.
- Support the Branch Manager in establishing the Branch's e-commerce operation via online sales platforms such as eBay.
- Work with other trustees and the Branch Manager to ensure the charity shops meet health and safety standards.
- Explore other ways to generate income for the Branch and work closely with the Branch Manager to put these ideas into action.

Core Branch Trustee responsibilities

- Appreciate and support the aims and policies of the RSPCA.
- Work in conjunction with fellow trustees and the Branch Manager to make decisions in the best interests of the branch and the RSPCA.
- Work with national RSPCA staff to ensure that the branch meets all minimum animal welfare standards (MAWS).
- In conjunction with your fellow trustees and the Branch Manager, write, adopt, monitor, and review a development plan that sets out the short- and long-term aims of your branch.
- Actively participate in branch committee meetings, attend the branch annual general meeting and regional conference.
- Actively promote and advertise the society in an ongoing programme to recruit new branch trustees and volunteers.
- In conjunction with your fellow trustees, ensure the proper management and control of all activities and decisions relating to any premises held or staff employed by the branch.

What we are looking for in a Trustee:

We are committed to creating a Board which is representative of our society and, in particular, our community and surrounding areas. We therefore encourage people from any background to apply for any of our opportunities.

Alongside retail operations and income generation experience, we are looking for someone who is committed to the RSPCA's charitable objectives and shares our passion for animal welfare. You would be creative, innovative, bring a fresh perspective, and put ideas into action.

You will need to be able to work with people and have good interpersonal skills. You do not need to be an expert, although commitment, common sense, and the ability to be objective are vital.

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What we can offer you as a volunteer Branch Trustee

- We will provide you with a comprehensive trustee induction, which will provide you with everything you need to carry out the role.
- Ongoing support is also provided by regional and national RSPCA.
- The platform to utilise your skills and experience to oversee the charity and make decisions that have a direct impact on local animal welfare.
- The opportunity to gain new skills and develop existing ones, whilst making a real difference to the lives of animals.
- A way to expand your professional and personal network through working with like-minded people.

Practical considerations

- Please also note that to become a Trustee, you will need to be aged 18 or over and a member of our branch for three months before you are eligible to be elected.
- Trustees are elected for a 12-month term each year.
- Trustees must sign a Trustee Declaration of Willingness to Act to clarify that they are not disqualified from being a trustee and read the Charity Commission's guidance for individuals on who cannot be a trustee or senior manager of a charity.
- References will also be required.

Further information and how to apply

For information about becoming a Charity Trustee, and to ensure it's the right decision for you, we recommend reading Charity trustee: what's involved

Please visit our website for more information about our branch. and email contract_us@rspca-surreyeast.org.uk with any questions.

To apply, please email berny.s@rspca-surreyeast.org.uk with your CV and a covering letter explaining why you would like to be a Trustee, and what skills and experience you could bring to the role.