



These are your neighbours, this  
is your Hammersmith & Fulham.

# H&F Giving Trustee Recruitment Pack

2025





# Welcome, from our Chair.

Hello, I'm Joanna Kennedy, Chair of H&F Giving.

Thank you for your interest in joining us. H&F Giving is a small charity rooted in the borough, built on the belief that when people come together, we can create real and lasting change. I've spent much of my life working to tackle inequality, and I know how powerful local action can be. Through H&F Giving, we're bringing that spirit to life, connecting residents, groups and businesses to make Hammersmith & Fulham a fairer, kinder place for everyone.

We're looking for people who care deeply about their community and want to be part of something collaborative and hopeful. If that sounds like you, I'd love to welcome you to our board.

**Joanna Kennedy**

**Chair, H&F Giving**





# About H&F Giving

H&F Giving is the local giving scheme for Hammersmith & Fulham. We connect people, resources, and ideas to tackle inequality and support the borough's diverse communities. We raise and distribute funds to support local charities, community groups and resident-led initiatives.

We believe that communities know best what they need, and our role is to help resources reach where they will have the biggest impact.

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# Our Impact

H&F Giving is the go-to organisation for funders and donors to understand and meet the needs of local people.

We've already achieved a lot in a short time! But this is just the start for us!

**1.8 Million +**

Of grants distributed

**10,000+**

People in need reached  
via 50+ community  
partners annually

**1,500+**

digital devices  
distributed





# Our work is guided by our values:

## Innovative

We find new ways to support local people, share expertise and nurture ideas.

1

## Inclusive

We act on diverse perspectives and involve residents directly in funding decisions.

2

## Collaborative

We multiply impact by working in strong partnerships and networks.

3



## Integrity

We are open, ethical and accountable, with careful stewardship of resources.

4

## Passionate

We believe in the power of helping others and champion the well-being of our community.

5





## What's Involved?

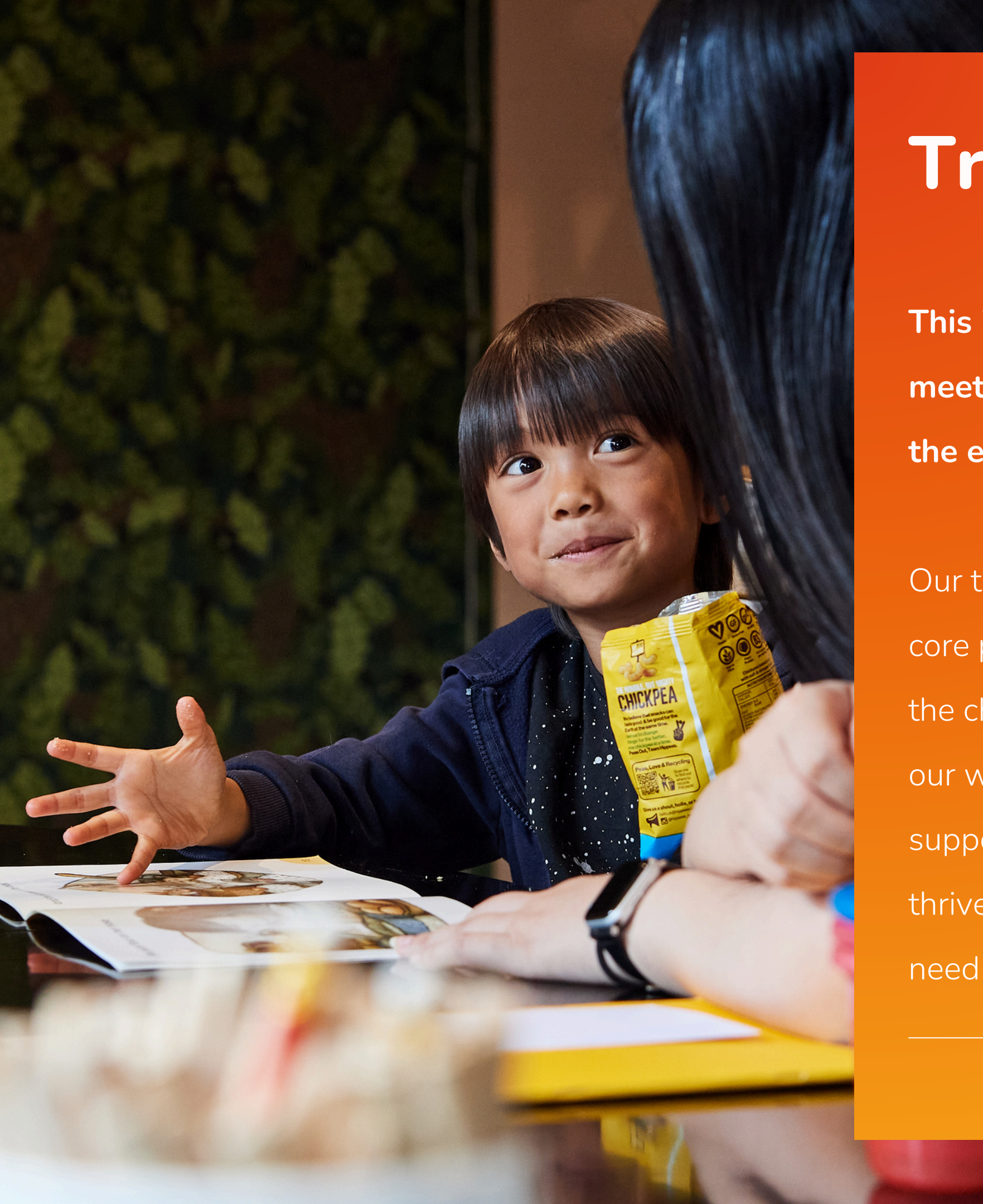
We are growing our Board to include more community trustees. Particularly, people with a variety of lived experience that ensures our organisation reflects H&F's diverse communities.

**You don't need to have been a trustee before. What matters is your insight, values, and commitment to making H&F a place where everyone can thrive.**

### As a community trustee you will:

- Bring local voice into decision-making at the highest level.
- Help us shape and oversee our funding so that it reflects community priorities.
- Champion equity, anti-racism and co-production in all our work.
- Join us in living by our values and working to make H&F a fairer place for all.





# Trustee Role Description

This is a voluntary role which is mainly home based with Trustee meetings being held at our offices in Fulham. The role is likely to take the equivalent of 4-5 hours a month.

Our trustees play a vital role in making sure that H&F Giving achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that H&F Giving has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the H&F Giving team to enable us to grow and thrive, and through this, provide support to organisations and individuals in need living in Hammersmith & Fulham.

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**Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.**

In line with Charity Commission guidance, trustees must:

- Act in the best interests of the charity and our beneficiaries.
- Ensure resources are managed responsibly.
- Comply with the law and our governing documents.
- Act with care and skill.
- Ensure the charity is accountable.

**In practice this means:**

- Attending 4 board meetings per year (hybrid).
- One Strategy day with the H&F Giving Team and Trustees
- Reading documents relating to our governance and joining discussions.
- Helping us make fair, community-led decisions in our campaigns, overall strategy and funding.
- Occasionally joining a working group or community panel.
- Championing our work in your networks.

**We will provide a buddy system, induction training, and ongoing support so that you feel confident in the role. We will help to cover travel, childcare, or access costs so that being a trustee is open to all.**



# What we're looking for

## Essential:

- A connection to Hammersmith & Fulham (live, work, study, volunteer)
- Commitment to our values of innovation, collaboration, inclusion, integrity and passion.
- Willingness and ability to understand and accept your responsibilities as trustees and to act in the best interests of the organisation.
- Interest in shaping fairer grantmaking and supporting communities.

## Desirable:

- Experience of community organising, volunteering or supporting others
- Lived experience of financial insecurity, disability, housing, or racial injustice
- Effective communication skills and willingness to participate actively in discussion.
- Skills in finance, digital, fundraising, marketing or campaigning



**You do not need previous trustee or board experience. We welcome people from all walks of life and will provide support and training.**





# Trustee Commitments

## Time commitment

- Attending Board meetings annually (2 hours long, usually at least four per year). Currently meetings are held in person at the Sobus Hub, 20 Dawes Road.
- Attending 1 annual strategy day
- Any relevant training as needed

## Term

Up to 3 years, renewable once (max 6 years)

## Time

Around 4–5 hours per month.

## Meetings

4 board meetings/year, plus optional committees or events.

## Location

Hybrid (mix of in-person in H&F and online).

## Expenses

All reasonable expenses reimbursed; access costs supported.



# How to Apply

We want this process to be welcoming and accessible. You can apply in a format that suits you:

- **Short written form (Online or Microsoft Word)**
- **Voice-note or video (No more than 3 minutes).**
- **Or call us and we'll complete the form with you.**

## Please tell us:

- ✓ **1.** A bit about yourself and your connection to H&F.
- ✓ **2.** Why you'd like to be a trustee of H&F Giving.
- ✓ **3.** How you'd like to make H&F a fairer place for all.
- ✓ **4.** What support you might need from us to thrive in the role.





Ways to Apply	How	To Note:
Apply online via a quick form	Click here!	Get in touch if you need assistance, we're here to help.
To download a Word Document	Click here!	Email to <a href="mailto:team@hfgiving.org.uk">team@hfgiving.org.uk</a>
To Send Us a Video or Voice note	<ol style="list-style-type: none"> <li>1. A bit about yourself and your connection to H&amp;F.</li> <li>2. Why you'd like to be a trustee of H&amp;F Giving.</li> <li>3. How you'd like to make H&amp;F a fairer place for all.</li> <li>4. What support you might need from us to thrive in the role.</li> </ol>	<p>Email: <a href="mailto:team@hfgiving.org.uk">team@hfgiving.org.uk</a></p> <p>Send to us via mobile/Whatsapp: <u>07881 103827</u></p> <p>No more than 3 minutes long.</p>
Apply via phone call/landline	Give H&F Giving a call and we'll fill out the form with you.	Call us on <u>07881 103827</u>

For any support or further guidance for your application please get in touch with us.



07881 103827



[team@hfgiving.org.uk](mailto:team@hfgiving.org.uk)





## What's Next?

If you'd like a chat before applying, please contact:

- **Georgia Mehmet-Wright, Grants & Community Manager at H&F Giving** - Georgia manages our Grant making and community engagement day-to-day, and supports the trustee recruitment process.
- **Joanna Kennedy, Chair of the H&F Giving Board** - Joanna leads the Board of Trustees, supporting other trustees, leading meetings, and making sure the board works well together to achieve our shared goals.

We'd be very happy to talk through the role, answer any questions, and share more about what being a trustee involves.

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**Deadline: 28<sup>th</sup> November 2025**