



Projects Inspector

Wooden Spoon National Office

Voluntary Role

Changing the lives of disadvantaged and disabled children and young people

As a Projects Inspector you will work closely with the National Office Projects Team as well as with Regional Wooden Spoon Committee Project Leads and Regional Chairman. You will play a vital role ensuring that Wooden Spoon funds support inspirational and worthy causes, meet our grant funding criteria and comply with the standards and core values of the charity.

What you'll get out of it

You'll use and develop your analytical skills, knowledge and judgement to guide investment. You'll be inspired by seeing first hand how Wooden Spoon investment transforms the lives of children and young people through the power of rugby. You'll connect with amazing people across the Wooden Spoon family, meet people from a wide range of communities and have fun.

Ideally, you'll need to be

- An experienced Wooden Spoon volunteer, member of staff or regional committee member
- Methodical, organised, able to use a personal computer and email.
- Willing to investigate, analyse and report.
- An advocate of Wooden Spoon and the projects we fund.

What you'll do

- Undertake "Inspection Visits" on behalf of the Board of Trustees as requested.
- Address questions raised by the due diligence undertaken by Wooden Spoon National Office.
- Where appropriate, and if requested to do so, review quotations provided by the applicant and their reason for choosing the supplier.
- Ensure all project information is complete.
- Following each inspection make a specific pass/fail recommendation.
- Support the project application process in a timely manner and maintain records.
- Keep the National Office Projects Team informed of availability and progress.

How much time it will take up

- The commitment will vary depending on the number of applications received and the funds available to progress applications.
- Wooden Spoon fund approximately 70 projects a year and we currently have a pool of about 10 Project Inspectors.
- Approximately and on average about 4 days per year.

What support you'll have

- You will be supported by the Chief Operating Officer and Project Officer at Wooden Spoon National Office. The Projects Team supports and co-ordinates our pool of trained voluntary Project Inspectors.
- All new Wooden Spoon volunteers are guided through a national online induction programme.
- You will be supported by the National Wooden Spoon Team at Fleet, in particular by the Projects Administrator and Chief Operating Officer.
- It is expected that reasonable out of pocket expenses will be reimbursed by Wooden Spoon.

Who can apply to volunteer

- You'll be at least 18 years old.
- We will ask you for references and to complete an enhanced DBS checks.
- You'll be able to undertake this voluntary role from your home base and will need to be able to travel..
- All Regional volunteers are ambassadors for the vision mission and values of our charity.
- We expect volunteers to adhere to the Wooden Spoon Volunteers' Charter at all times.

Background

Wooden Spoon is the **children's charity of rugby**, funding life-changing projects to support disadvantaged and disabled children and young people.

Since our founding in 1983, we have distributed in excess of **£25 million** to more than **700 projects**, helping over **1 million** disabled and disadvantaged children.

Our rugby heritage gives us our core values of **passion, integrity, teamwork** and **fun**, which drive everything we do.

Our Vision is that every child and young person, no matter what their background has access to the same opportunities. **Our Mission** is to positively transform the lives of children and young people with a disability or facing disadvantage across the UK and Ireland.

Our roots lie in rugby and our future is shaped by it. The sport provides us with a purpose in making a positive difference **changing children's lives** through the **power of rugby**.

Wooden Spoon **Regional Teams** are at the heart of our charity and are vital to promoting our cause. Our Regional teams serve the needs of disadvantaged and disabled children and young people by **raising** and **investing** money locally.