



Wooden Spoon

The children's charity of rugby

Projects Lead Wooden Spoon Region Voluntary Role

Changing the lives of disadvantaged and disabled children and young people

As Projects Lead (working with the Wooden Spoon National Projects Coordinator), you lead the Wooden Spoon grant application and award process in your Region. From initial contact, through opening, to ongoing monitoring of the impact, you work closely with local organisations that support disabled and disadvantaged children and young people. Thanks to you, those organisations will have the opportunity to access funds to support their work.

What you'll get out of it

You'll use and develop your communication skills, knowledge and judgement to guide investment. You'll be inspired by seeing the way the investment changes lives. You'll connect with amazing people across rugby and your local community and have fun.

Ideally, you'll need to be

- An excellent communicator, adept at managing realistic expectations.
- Methodical and organised.
- Able to evaluate project grant applications.

What you'll do

- Understand and follow the most up to date Wooden Spoon project procedure.
- Make the Regional team and potential applicants aware of the criteria for Wooden Spoon Grant applications.
- Lead the Regional team in identifying appropriate potential projects within the Region.
- Keep appraised of the availability of funds and proactively seek to invest these funds.
- Manage the application process in a timely way and maintain a record of all projects at every stage:
 - Identification of appropriate potential application
 - Visit potential project, assess suitability and provide support for grant application (if needed)
 - Regional Team report and decision
 - Submission to Wooden Spoon National Office for Project Inspection
 - Approved in principle by Projects Board (Trustees)
 - Approved by Council (Trustees)
 - Delivered
 - Opened (official ceremony)
- Keep the Regional Committee and National Office Projects Team informed of progress of all applications.

- Co-ordinate opening ceremonies for funded projects (where appropriate) including ordering commemorative plaques from the National Office well in advance.
- As far as possible, ensure projects are monitored for the impact they have and identify opportunities to promote the work of charity.

How much time it will take up

- The commitment will vary depending on the funds available to support projects.
- Approximately and on average 2 hours a week. Likely to increase at critical stages such as project openings..

What support you'll have

- Regional volunteers operate as a team, collaborate and support each other, under the leadership of the Regional Chair.
- 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 the Region by prior agreement with the Chair and Treasurer.

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 will be able to undertake this voluntary role from your home base and will need to be able to travel to and across your Wooden Spoon Region.
- 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.