



The
AVOCADO
Foundation

Dismantling Economic Inequality



INFORMATION PACK

Becoming a Trustee at The AVOCADO Foundation

Hello & Welcome to The AVOCADO Foundation



Dilys Barnett
Chair

Dear Applicant,

I am delighted to invite you to join us on our mission to eradicate the economic inequalities experienced by under-represented youth, non-profits and entrepreneurs. At The AVOCADO Foundation, we are driven by a vision of a world where no one faces economic inequalities because of the colour of their skin or their ethnicity.

We achieve our mission through three key pillars: Quality Financial Education for youth, Capacity Building support for non-profits, and Entrepreneurship & Business Development Training for entrepreneurs, which also aligns closely with the United Nations' Sustainable Development Goals (SDGs) 1, 4, and 10.

We are seeking exceptional, passionate and committed professionals to join our Board of Trustees. We are looking to fill three crucial roles: **Treasurer, Secretary to the Board, and Fundraising & Business Development Trustee.** If you are passionate about our mission and possess the skills and experience we seek, I encourage you to apply. Everything you need to know about the application process is included in this pack. I look forward to hearing from you and possibly welcoming you to our dynamic and dedicated Board.

Our Impact



4YOUTH



4NONPROFITS



4ENTREPRENEURS

At The AVOCADO Foundation, we are proud to have spent the last decade making significant strides toward eradicating economic inequalities faced by underrepresented communities. Over these ten years, we have impacted tens of thousands of lives across the UK and Africa through our comprehensive programmes in financial literacy, entrepreneurship training, and capacity building for non-profit organisations. Our efforts have empowered youths, entrepreneurs, and BAMER-led (Black, Asian, Minority Ethnic, and Refugee) non-profits to achieve greater financial stability, confidence, and sustainability.

Impact and Achievements Over the Last Decade

- 50,000 individuals impacted by our programmes
- 13,567 youths educated across the UK & Africa
- 10,000 educational sessions conducted
- 4,580 service users supported through AVOCADO+ Fellowship organisations
- 4,000+ BonsaiMoney podcasts broadcast, with 760 episodes aired
- 1,152 entrepreneurs trained across 8 African countries
- 705 participants trained in the AVOCADO+ Accelerator
- 411 WhatsApp community members engaged
- 96 Organisations supported through the AVOCADO+ Accelerator
- 13 strategic partnerships formed in Africa for entrepreneurship programmes
- 10 countries reached through financial literacy programmes...

2024 Strategic Priorities

1. Improve Operational Efficiency



2. Gain Financial Resilience

3. Increase Credibility as a trusted provider of financial education, entrepreneurship and capacity building support in the UK and overseas



4. Improve Accessibility, Visibility and Reach of programmes (online and offline)

5. Mitigate Against Key Person Risk

We have evolved over the years, starting as Money4YOUth in 2014, rebranding to Money4YOU in 2020 to expand our reach and impact, and finally transitioning to The AVOCADO Foundation in June 2024 to better reflect our mission, vision, and values.

As we look ahead to 2024, our strategic priorities include improving operational efficiency, gaining financial resilience, increasing our credibility as a trusted provider of financial education and capacity-building support, enhancing the accessibility, visibility, and reach of our programmes, and mitigating key person risk. These roles are crucial not only in helping us achieve our strategic priorities for 2024 but also in setting and achieving future goals that will change the world.

Our mission is ambitious, and with your support, we can achieve it. Join us as we work to eradicate the economic inequalities experienced by underrepresented communities. Together, we can create a more equitable future for all.

Specific Trustee Roles and Job Descriptions

1. Treasurer

1.1. Responsibilities

In addition to fulfilling the duties of a Trustee, the Treasurer maintains an overview of the AVOCADO Foundation's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls, and procedures are put in place and reports to the Board at regular intervals about the organisation's financial health. Regularly liaising with and in collaboration with the CEO, the Treasurer is expected to:

- Oversee the presentation of budgets, management accounts and annual financial statements to the Board of Trustees.
- Oversee financial controls and system adherence; check that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensure that robust and comprehensive financial policies are in place and implemented, and support the development of policies covering financial reserves and cost management.
- Monitor and advise on the financial viability of the charity
- Advise on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensure investments and assets are maximised.
- Liaise with the charity's accountants, bookkeepers, finance officers and external auditors as required.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keep the Board informed about its financial duties and responsibilities and liaise with the CEO to develop the financial understanding of the Board of Trustees.

Specific Trustee Roles and Job Descriptions

1.2. Key Qualities and Skills Required

- A finance professional, ideally. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience, and an understanding of SMEs is great
- A strategic thinker with an ability to balance risk and opportunity
- Clear communicator with the ability to bring the financial information alive to non-finance specialists
- Willingness to play an active role in areas such as forecasting, setting budgets, liaising with auditors

2. Secretary to the Board

2.1. Responsibilities

The Secretary provides effective and efficient administrative support to the Board of Trustees. This role is essential in ensuring the smooth operation of the Board and maintaining accurate records.

Regularly liaising with and in collaboration with the CEO, the Secretary to the Board is expected to:

- Prepare and distribute meeting agendas, papers and minutes.
- Ensure that all necessary documentation is available for Board meetings.
- Maintain accurate and up-to-date records of Board decisions, actions and resolutions.
- Liaise with the CEO to arrange Board meetings and other relevant meetings.
- Provide administrative support to Board of Trustees as required.
- Maintain the confidentiality of all Board matters.
- Ensure compliance with statutory requirements relating to Board meetings and records.

Specific Trustee Roles and Job Descriptions

2.2. Key Qualities and Skills Required

- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in IT systems, including word processing, spreadsheets and databases.
- Experience in a similar role would be advantageous.

3. Fundraising and Business Development Trustee

3.1. Responsibilities

As well as fulfilling the duties of a Trustee, the Fundraising and Business Development Trustee will maintain an overview of The AVOCADO Foundation's fundraising strategies and business development plans. The Trustee ensures that effective and appropriate fundraising measures, controls, and procedures are put in place and reports to the Board at regular intervals about the organisation's fundraising health and business development.

Regularly liaising with and in collaboration with the CEO, the Fundraising and Business Development Trustee is expected to:

- Oversee the development and implementation of fundraising strategies to meet the financial needs of the charity.
- Support the identification and cultivation of new donors, sponsors, and business opportunities.
- Ensure that robust and comprehensive fundraising policies are in place and being implemented, and support the development of policies covering donor engagement, sponsorship, and partnerships.
- Monitor and advise on the charity's fundraising viability.
- Advise on the business development implications of the charity's strategic plan, including overseeing the charity's fundraising risk-management process.

Specific Trustee Roles and Job Descriptions

- Ensure investments in fundraising initiatives and business development are maximised.
- Liaise with the charity's fundraising team and external consultants as required.
- Oversee the development and implementation of systems for appraising, mitigating, and reporting fundraising risk.
- Ensure that fundraising activities are conducted and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keep the board informed about its fundraising duties and responsibilities and liaise with the CEO to develop the fundraising understanding of the Board of Trustees.

3.2. Key Qualities and Skills Required

- A professional with experience of working in a large multinational or extensive experience of fundraising and/or business development.
- Knowledge of charity fundraising is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial expertise, and an understanding of SMEs is excellent.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring fundraising information alive to non-specialists.
- Willingness to play an active role in areas such as donor engagement, sponsorship negotiations, and partnership building.

About The AVOCADO Foundation's Board of Trustees

The AVOCADO Foundation's trustees are the people who share ultimate responsibility for governing the charity and directing how it is managed and run. The main duty of all charity trustees is to advance the purposes of their charity by setting the charity's strategic aims, direction and future plans. They ensure compliance with The AVOCADO Foundation's governing document and the law, ensure The AVOCADO Foundation is accountable, manage The AVOCADO Foundation's resources responsibly, act with reasonable care and skill as well as ensuring The AVOCADO Foundation is carrying out its purpose for the public benefit.

Responsibilities of all trustees

- Support and provide advice on The AVOCADO Foundation's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee The AVOCADO Foundation's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The AVOCADO Foundation's financial reports.
- Provide support and challenge to The AVOCADO Foundation's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The AVOCADO Foundation's operating environment.
- Contribute to regular reviews of The AVOCADO Foundation's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, act legally and in good faith to promote and protect The AVOCADO Foundation's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of The AVOCADO Foundation's objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

About The AVOCADO Foundation's Board of Trustees

Attributes and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our board.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

You do not need previous governance experience – we will provide a full induction and training. However, a willingness to fully participate and pull your weight is expected and expressed via the following qualities:

- Enthusiasm for The AVOCADO Foundation's vision and mission.
- A willingness and ability to understand and accept responsibilities and liabilities as a trustee and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Willingness to participate actively in discussion.
- Strong commitment to equity, diversity and inclusion.
- Willingness to lead according to our values [Integrity, Intelligence, Interaction and Inspiration].

Terms of office

- Trustees are appointed for a three-year term of office, renewable for a further term - a maximum of six years.
- This is a voluntary position, but reasonable (pre-agreed) expenses will be reimbursed.

About The AVOCADO Foundation's Board of Trustees

Time Commitment

- Four quarterly daily board meetings annually - sometimes shortened to half days by mutual agreement. Currently meetings are hybrid - in person in London and via zoom.
- Monthly scheduled 40-minute stand up meetings with the Chair with flexibility to respond swiftly to the occasional ad hoc issue.
- At least one of 4 in person quarterly strategy days with the The AVOCADO Foundation team in central London.
- Up to 7.5 hours of support per month to the team in area of expertise.

Application Process

The following advice will help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants. The AVOCADO Foundation wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value and manage diversity and recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, but it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as vast and diverse a pool of talent as possible as our mission focuses on the development of BAMER communities.

Timeline for recruitment

At The AVOCADO Foundation, we aim to make our recruitment processes as clear and structured as possible. Ideally, our advert will be listed on designated websites for one month. We are operating a rolling recruitment process for our Trustee roles, meaning applications will be reviewed as they are received, and interviews will be scheduled accordingly.

If your application is successful, you will be invited to attend one of our upcoming Board meetings for a formal vote to join the Board. The following Trustee meetings are scheduled for:

- October 13, 2024
- December 18, 2024 (AGM - Annual General Meeting)

Successful candidates will be formally voted in during these meetings, with the final vote occurring at our AGM on December 12, 2024. Once shortlisting has been completed, the successful candidates will be informed and given an interview date a week ahead. This will allow our successful candidates the opportunity to prepare and make arrangements.

Application Process

Planning your application

When submitting your application, read through the information in this recruitment pack.

Completing your application

Step 1: To apply, please fill out the application form via the link at the end of this document. You will also need to upload a recent copy of your CV and a cover letter, no greater than two A4 pages, setting out how your experience equips you for the Trusteeship role you are applying for. If you do not submit a cover letter, we will be unable to process your application.

Step 2: Submit your completed application by the stated deadline and remember to keep a copy for reference.

Shortlisting

All submissions are sent directly to our recruitment desk, which saves and prepares them for the recruiting manager to review. All applications will be sent to the selected recruitment panel, which makes their preferred selection based on the requirements that meet the personal specification/job description. Candidates who meet the criteria are shortlisted for an interview.

Interviews

The interview panel will normally consist of the CEO and at least one trustee who will ask questions based on the values and competency required for the role. For some roles, you may also be asked to participate in a task or presentation. The applicants will be informed of this before their interview date. If you are not able to attend the interview, we cannot guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

We are #WorldChangers

[CLICK THIS LINK TO APPLY!!!](#)

We look forward to your application

Send any questions you have to:

admin@theavocadofoundation.org

Our Socials