Volunteer Role Pack

Board directors and bid writers

Go To Many CIC

Go To Many CIC is a United Kingdom education and community enterprise. We help children from underrepresented backgrounds access selective education, and we deliver community lifesaving training in CPR and catastrophic bleed control.

We are recruiting two voluntary directors and a small team of volunteer bid writers. This pack sets out what each role involves, what we are looking for, and how to apply.

Roles	Finance Director · Fundraising and Partnerships Director · Bid Writers
Terms	Unpaid. Reasonable expenses reimbursed.
Location	Remote, with occasional meetings in London
Apply to	info@gotomany.co.uk

About Go To Many

What we do

Go To Many works in two areas. The first is helping children from underrepresented backgrounds access selective and independent education, through structured parent engagement, tutoring and admissions guidance. Much of the barrier to selective schooling is not ability but information: knowing the process exists, when to start, and what it asks of a family. We therefore work with parents as much as with children.

The second is community lifesaving training in cardiopulmonary resuscitation and catastrophic bleed control, delivered into schools and community settings. Young people are trained alongside adults. A child who can competently demonstrate chest compressions to their peers is a more persuasive teacher than any adult instructor, and that peer-to-peer effect is what carries the skill out of the training room and into the community.

Where we are now

We are early stage. Our model won a pitch competition run by Do It Now Now, the United Kingdom's leading backer of Black-led social ventures, and we have begun delivering into schools. We are also developing an international strand, exploring a lifesaving training and educational exchange partnership with counterparts in Guyana.

We should be straightforward about the stage we are at. Go To Many currently has one director, the founder. The two people appointed through this recruitment will form the board alongside her. Our financial and fundraising systems are not yet built. This is genuinely a founding board rather than an established one, and we would rather say so at the outset than have candidates discover it at interview.

Why that may appeal

For the right person, an early-stage board is more interesting than a mature one. You will not be reviewing papers prepared by someone else. You will be deciding how this organisation handles its money, wins its funding and governs itself, and those decisions will hold for years. If you have wanted board-level responsibility with real scope to shape an organisation, this offers it.

Governance

Go To Many CIC is a community interest company limited by guarantee, registered in England and Wales and regulated by the Office of the Regulator of Community Interest Companies. We are subject to an asset lock: our assets are retained for community benefit and cannot be distributed to members.

Directors are appointed to Companies House and take on the statutory duties of a company director under the Companies Act 2006. In summary, these are: to act within your powers; to promote the success of the company; to exercise independent judgement; to exercise reasonable care, skill and diligence; to avoid conflicts of interest; not to accept benefits from third parties; and to declare any interest in a proposed transaction.

The board meets quarterly, with additional contact between meetings as needed. Directors are expected to contribute approximately four to six hours a month in total. We take up two references and carry out a Companies House disqualification check before any appointment.

Role description: Finance Director

Purpose of the role

To establish and oversee the financial governance of Go To Many: how we budget, what we report, and how we satisfy funders and regulators that our money is properly handled.

Main responsibilities

- Establishing budgeting, management accounts and basic financial controls from the ground up
- Overseeing statutory filing and compliance with Companies House and the CIC Regulator, including the annual CIC report
- Presenting the financial position at quarterly board meetings and flagging risk early
- Advising on the financial aspects of funding applications and on programme costing
- Ensuring appropriate segregation of duties as the organisation grows
- Contributing to overall strategy as a full member of the board

Person specification

Essential

- A recognised accountancy qualification, or substantial senior finance experience
- Willingness to be hands-on while we are small, rather than purely providing oversight
- An understanding of the legal duties and liabilities of a company director
- The integrity and confidence to say plainly when something is not right

Desirable

- Experience of CIC, charity or social enterprise finance
- Familiarity with grant reporting requirements
- Experience of setting up finance systems in a new or small organisation

Role description: Fundraising and Partnerships Director

Purpose of the role

To build a sustainable funding base for Go To Many, and to develop the institutional partnerships that extend our reach beyond what we can deliver alone.

Main responsibilities

- Setting our funding strategy and building a pipeline of realistic opportunities
- Overseeing grant applications and quality-assuring submissions before they go out
- Developing corporate and institutional partnerships, including schools and community organisations
- Leading and supporting a small team of volunteer bid writers
- Building relationships with funders and maintaining them after the grant is won
- Contributing to overall strategy as a full member of the board

Person specification

Essential

- A track record of securing funding, whether from trusts and foundations, corporate CSR, or public grants
- The judgement to identify which opportunities are worth pursuing and which are not
- Ability to build and sustain relationships with funders and partners
- An understanding of the legal duties and liabilities of a company director

Desirable

- Knowledge of the funding landscape for community interest companies specifically, which differs from that for registered charities
- Experience of managing or mentoring volunteer fundraisers or bid writers
- Familiarity with education or community health funding

Role description: Volunteer Bid Writer

Purpose of the role

To draft and edit funding applications, so that we can make our case to funders often enough and well enough to build a sustainable income. This is not a board position and carries no statutory duties.

Main responsibilities

- Drafting and editing applications to trusts, foundations and public grant programmes
- Working from programme information and budgets we provide
- Tailoring core material to each funder's stated priorities and format
- Working to word limits and deadlines without prompting

Person specification

- Strong written English and the ability to make a clear, evidenced argument
- Attention to detail, and respect for word counts and deadlines
- Grant-writing experience is welcome, but we will also consider strong writers from other fields who want to build a track record in the sector
- Willingness to sign a short confidentiality agreement, as you will handle programme and beneficiary information

Time commitment

Flexible. This role suits someone who can take on an application or two at a time rather than commit to fixed hours. Work is remote and can be fitted around other commitments.

What we offer all volunteers

- A proper induction, and a named point of contact from the outset
- Reasonable out-of-pocket expenses reimbursed
- A reference on request after three months
- Genuine influence: this is a small organisation where your work is visible and your view is heard

How to apply

Please send a short note about yourself and your relevant experience to info@gotomany.co.uk, saying which role interests you. A CV is welcome but not required.

We will arrange an informal conversation with anyone we would like to take further. For the two director roles we then take up two references and carry out a Companies House disqualification check before making an appointment. We would expect the whole process to take around four weeks.

We particularly welcome applicants from backgrounds currently underrepresented in education and in the boardroom. If you are interested but unsure whether your experience fits, please get in touch and ask.