



## Call for Support

Abbey People is a community group working in the Abbey ward of Cambridge to encourage people to work together for the benefit of the area. We:

- Are a voice for the people who live in Abbey
- Work in partnership with others to improve local services and facilities

At the heart of our organisation is belief in our local residents. Abbey People's strength comes from the engagement of our community.

## We are seeking support in the following areas

### Trustee roles

We have bi-monthly Trustee meetings, usually on a Monday evening. In addition to meetings Trustees contribute their skills to different aspects of our work e.g. events, projects, consultation.

**Treasurer** – We are looking for someone with the financial skill and experience to become our Treasurer. *We anticipate this role will take approx. 5 hours per month, including meetings.*

**Trustee** - Someone who is keen to support our aims in the Abbey ward and who has skills, time and experience to contribute. We would be interested to hear from anyone with an interest in developing a particular area of work e.g. supporting Older People, Improving our Environment

### Supporting roles

We are a young community group with ambition. To help us fulfil our potential we would appreciate support from people with expertise and time to offer in these areas

- **Administrative support** – including taking minutes, collating information
- **Book-keeper** ideally a volunteer, but will consider small remuneration. To maintain the accounts using Quick Books (training can be provided) ensuring payments are made, correct recording, running payroll monthly, dealing with HMRC, liaising with the Treasurer. *Approx 8 hours pcm*
- **Marketing and Communications** – including developing our communications strategy and use of social media
- **Volunteer Coordination** - including recruitment, development and retention

To find out more, or for a discussion please call **Stuart Wood, Chair of Abbey People 07770 792371** or email [wendy@abbeypeople.org.uk](mailto:wendy@abbeypeople.org.uk)