

Information for candidates: Trustee and Treasurer

Our Christian motivation

We believe that God's heart reaches out to the poor and that He calls us to follow His example. Our motivation is to be a refuge for the poor, a safe place to find support, hope and dignity through the provision of tools and equipment.

Why we do it

We want to support local people supporting their own communities through livelihood creating projects. We believe there is dignity through work and the ability for individuals, families and entire communities to be transformed through training and the provision of tool kits and equipment.

What we do

Our mission is to collect unwanted tools, refurbish them, sort them into trade kits and send them across the world for livelihood creation. We send around 20 containers filled with over 300 tonnes of tools every year.

Our background

Following several projects to send tools and equipment to Africa initiated by the Baptist Men's Society, Tools with a Mission was launched in 1984. Initially it operated out of a double garage and shed in Bexleyheath but after just five years larger premises were needed. These were found on a farm on the outskirts of Ipswich, which became the new home. A regular work team was established, initially meeting monthly, then weekly and soon daily.

Space was again soon at a premium and it was at this point that rented premises had to be sought in order to obtain the kind of space required. TWAM moved into Perry Barn just outside Ipswich. Following charity registration in 1999, TWAM quickly gained support from all the major Christian denominations as well as many secular organisations.

As it continued to outgrow the available space, TWAM took on a twenty-year lease on a unit on Hadleigh Road Industrial Estate in Ipswich in 2004. This gave just over 6,700 square feet of floor space, which increased by a further 1,000 square feet when a mezzanine floor was added over the workshop area. Just two years into the lease the owner offered TWAM the opportunity to purchase the property, and the purchase price was met through gifts and loans. This building remains our HQ today.

The people who keep the tools flowing

TWAM relies on a small team of six full-time and part-time paid employees based in the HQ in Ipswich, working alongside a nationwide team of volunteers, many of whom form a network of collectors. Our collectors are usually the first point of contact for people who have tools and equipment to donate. Other volunteers are based at Ipswich or one of our

Empowering people with the tools that create livelihoods and transform lives

TWAM

Tools with a Mission

other centres. Many use acquired skills to repair and refurbish tools and equipment before shipment whilst others are country co-ordinators, logistics managers or undertake other Head Office activities such as reception, finance and secretarial work. Several volunteers are speakers who visit churches, clubs and groups to talk about TWAM and promote our work.

Overseas, we are supported by our in-country partners, many of whom also work on a voluntary basis receiving our containers and arranging distribution of tools and equipment to groups and community organisations that have made a successful application to us for assistance.

Currently, TWAM has 6 refurbishment centres: Ipswich, Coventry, Kenilworth, Cowdenbeath, Penarth and Halstead. TWAM owns four vans which cover most of the UK on a regular schedule, collecting donated tools and equipment from our network of collectors and transporting them initially to one of the centres for refurbishment. Ultimately everything is collected together in Ipswich for loading into a container.

There are currently 9 Trustees drawn from across the UK who make up the Board of TWAM. All Board positions are voluntary, and most trustees have been involved with TWAM for a considerable number of years. The Board meets quarterly at the Ipswich HQ. The Annual General Meeting is usually held at a central location to encourage the largest number of supporters to attend.

Some facts and figures for 2019

- 18 containers despatched from Ipswich to:

Zambia	12
Uganda	4
Zimbabwe	1
Tanzania	1

- Some of the contents:

Sewing machines	2,901
Computers	853
Carpentry kits	720
Motor mechanics kits	431
Groundworkers kits	506
Carpentry workshop	242

- Volunteers – approx 500 including 250 collectors.
- Turnover for FY2018/2019 £505,793. The financial year runs from 1 November.

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Registered charity No: 1104903 (England and Wales) VAT Registration Number 347292286 A company limited by guarantee and registered in England no: 5114575

Current Objectives

Through 2019 the board created a new strategic plan with which to oversee the development of the charity, please find this as a separate attachment.

The role of the Treasurer

Please see the Job Description as a separate attachment.

Process

We shall be using the following process as a guide in order to find the appropriate person to take on the role. We would expect that either party, the candidate or the board of Tools With A Mission, will be allowed to call a halt to the process at any stage if they feel that it is inappropriate to continue.

1. Expression of interest from candidate, including appropriate CV;
2. Telephone conversation with Simon Danks – confirmation of this process and answer any initial questions;
3. Candidate meets with minimum of 2 board members for informal interview;
4. Candidate attends board meeting (meetings currently set for May, September, November);
5. Candidate spends a day at Bailey Close, including meeting with Chief Executive and part-time bookkeeper;
6. TWAM request references (minimum 2, including church leader);
7. Candidate attends second board meeting; consideration for appointment by board at the end of the meeting in the candidate's absence.

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