



# HYDE PARK SOURCE

## Treasurer Role Description

Hyde Park Source is looking for a passionate, strategic thinker with experience of finance and funding in the third sector to join our Management Committee as Treasurer. Through this post you will be able to support our amazing organisation to improve the health, wellbeing and local environment for communities across Leeds.

### Who We Are and What We Do

Hyde Park Source is on a mission to improve people's health and wellbeing through improving the environment. Since 1998 we have supported and delivered environmental, community-led projects across Leeds. From our humble beginnings, we have matured into a highly efficient and effective team with an excellent reputation.

Our vision is simple:

People living in healthy communities, with opportunities to connect & live in harmony with each other and nature.

We are guided by our 5 principles: **Connect, Be Active, Take Notice, Keep Learning and Give**. We weave these principles throughout our work; from supervisions to funding bids, evaluations to garden designs.

We have four streams of work:

- **Community Gardening Groups**  
We run weekly Community Garden groups for adults across Leeds. These sessions are open to everyone and offer a welcoming way to meet new people, spend time outdoors and learn new skills.
- **Design & Build**  
We work collaboratively with volunteers, communities and clients to design and build outdoor spaces for food growing, play and recreation.
- **Outdoor Education**  
Outdoor activities for kids including after school & holiday clubs, with a focus on nature connection, play and wellbeing.
- **Networks & Research**  
Developing networks and collaborating with research that is working towards social change, creating a healthier and happier world.

## **The Role**

As our Treasurer you will be an integral member of our Management Committee, providing oversight and support for all aspects of the organisation's financial health and governance. You will be expected to attend quarterly Management Committee meetings (second Tuesday of March, June, Sep and Dec 5pm - 8pm) and interim Finance and Funding sub-group meetings.

Your responsibilities will include:

- Strategic Financial Leadership and Oversight
  - Providing advice, support and insights to the Committee and within the sub-group
  - Developing, monitoring and reviewing annual budgets and finance strategy
  - Presenting and interpreting complex financial data for Management Committee members
  - Contributing to organisational strategic planning.
- Operational Financial Management & Compliance
  - Support our Finance and Funding Co-ordinator with annual accounts, financial management and budget oversight.
  - Supporting our Finance and Funding co-ordinator to develop, maintain, and review effective financial procedures, controls, and risk management frameworks to ensure robust financial governance
  - Regularly reporting on the organisation's financial position at Committee meetings
  - Working with the sub-group to maintain and update the financial risk register for the organisation

## **What We're Looking For**

We are looking for a dedicated individual to join our Management Committee as Treasurer for 3 years with:

- Financial qualifications and/or relevant experience such as accounting.
- Previous experience of non-profit/third sector finance and fundraising (grant writing).
- The skills to analyse proposals and examine their financial consequences.
- A preparedness to make recommendations to the committee.
- An ability to communicate financial information clearly with non-financial audiences.
- Someone Leeds based (or in the surrounding area) as we prefer in-person meetings (where possible), to keep group dynamics strong and foster connection and learning.

## **How to Apply**

If you are interested, please download our Management Committee Handbook and an application form. Upon receipt, a member of our Core Management Team will read through and be in touch to meet for an informal interview to find out a bit more information, answer any of your questions and see if we are a match for one another.