



Director – Aid Box Trading Subsidiary

Voluntary Position

Organisation: Aid Box Trading (ABT)

Parent organisation: Aid Box Community (ABC)

Reporting to: ABC Trustees

Location: Flexible

Term: Permanent

Closing date for applications: 22nd Sept 2026

Interview date: last week of September or first week of October

Start date: ASAP

About ABT and Refutrees - Aid Box Trading (ABT), the trading subsidiary of Aid Box Community (ABC), is seeking a voluntary Co-Director to join the existing Director to provide strategic leadership, financial oversight and robust governance for its small trading operation — *Refutrees* seasonal project. This is a seasonal project running between November and December, so this role is most active between these dates with some work to tie up accounts in January/February.

Refutrees is Aid Box Community's much-loved seasonal fundraiser, selling around 1500 locally grown Christmas trees each year and generating over £30,000 profit to support refugees and people seeking asylum in Bristol. Powered by hundreds of volunteers and thousands of customers, it operates as a vibrant community enterprise each festive season, with all profits funding essential support, crisis assistance, and wellbeing activities for our service users.

This role is ideal for someone with senior management or governance experience who wants to make a meaningful contribution to a charity supporting refugees and asylum seekers.

About Aid Box Community

Aid Box Community (ABC) is a Bristol charity that provides hope, love and a sense of belonging to people seeking asylum in Bristol. The charity was started 10 years ago on the

Refugee camps in France by a local mum and has grown and evolved to support over 3000 people a year through our Free Shop and Welcome Hub, Activity Groups and Trips and Connections Befriending program. We have 336 volunteers and a fantastic small team.

About the Role

You will work with the Co-Director ensure ABT operates effectively as a trading company, meets its legal and financial obligations, and generates sustainable income for ABC. Working alongside ABC Trustees, finance staff, external accountants and the Refutrees team, you will oversee systems, controls and statutory compliance while supporting a capable operational team.

Key Responsibilities

- Maintain statutory company information and filings with Companies House.
- Oversee financial performance, records, year-end processes and profit transfers to ABC.
- Maintain oversight of banking, payment platforms and financial controls.
- Provide strategic guidance for the Refutrees trading season.
- Ensure appropriate arrangements for paid helpers, contractors and volunteers.
- Oversee Gift Aid, donations and intercompany transactions.
- Maintain accurate governance, financial and operational records.
- Liaise with external accountants and ABC Trustees on risks, performance and compliance.

Commitment

This is a flexible voluntary role with varying activity across the year, particularly active during the Refutrees planning and trading season and around financial year-end.

How to Apply

To express interest, please contact the Director of ABC Imogen McIntosh imogen@aidboxcommunity.co.uk

To apply please send a covering letter and CV to the Charity Administrator Susan Qazi susan@aidboxcommunity.co.uk

Safeguarding Statement

ABC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff and volunteers to share this commitment.

ABC operates Safeguarding Policies for the purpose of protecting Young People and Vulnerable Adults. All staff members are required to undergo Enhanced [Disclosure and Barring Service](#) DBS checks.

Statement on Equality, Diversity and Inclusion

ABC aims to be anti-discriminatory organisation committed to the promotion of quality and diversity and, in line with the Equality Act 2010. We particularly welcome applications from underrepresented groups and those with lived experience.

Registered Charity Number 1172697