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David Baker  
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Dear David,

I am writing to express my interest in the Facilities Officer role at Signpost International Charity, a position I was excited to find advertised. Your organisation's mission deeply resonates with me, both personally and professionally, and I believe my skills and passions align well with the work you are doing.

As a committed Christian, I am inspired by the impact Signpost International is making. I am passionate about building community and hospitality—often through sharing food and creating inclusive spaces. For example, I have organised large community food events, including projects like an 8 metre hot dog, trifle in a paddling pool, and a world record 334kg rocky road, which helped raise awareness for Mission Aviation Fellowship. These experiences highlight my commitment to serving others and creating environments where people feel valued.

Recently, my family and I relocated to Scotland from Birmingham to be closer to my wife's parents. This move has allowed me to reflect on my next steps. In Birmingham, I worked part-time as a freelance quantity surveyor alongside running an online retail business with my wife. I also dedicated significant time to community projects, charitable work, and church activities while raising our young family.

I am now eager to focus more fully on charitable work that complements my skills. My background in quantity surveying provides a strong foundation for facilities management—I understand construction processes, budgeting, and project oversight. I have hands-on experience renovating properties and managing lettings, and I am confident in handling maintenance tasks that don't require external contractors.

Additionally, my experience running an online business has equipped me with skills in marketing and business operations, which I have applied successfully for various charities. As a trustee of a community building project in Birmingham, I helped transform a dilapidated house into a thriving community centre, securing over half a

million pounds in funding over six years. This role was not only professionally rewarding but also a profound journey of faith and teamwork.

Hospitality is at the core of who I am—I strive to create spaces where people feel safe, included, and heard. The Roundhouse's community café and activities excite me as they align perfectly with my passion for community-building. I believe my skills can contribute to maintaining the building sustainably—both structurally and financially—while nurturing its welcoming atmosphere.

Thank you for considering my application. I would welcome the opportunity to discuss how I could support Signpost International's mission as Facilities Officer. I look forward to hearing from you.

Wishing you a great week ahead.

Kind regards,  
Matthew Williams