**Role Description for Trustee – Fundraising lead**

**Join us for an exciting opportunity to make a difference...**

As a Trustee with a fundraising background, you will take the lead at board level on fundraising, whilst ensuring that the collective responsibility of the Board of Trustees for the fundraising governance is maintained.

The statutory duties of all trustees are:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* To ensure that the organisation pursues its objects as defined in its governing document.
* To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
* To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
* To appoint the Chief Executive Officer and monitor his/her performance

In addition to the above statutory duties, a Trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

* Promoting the interests of the charity at all opportunities
* Providing guidance on new initiatives
* Other issues in which the Trustee has special expertise

**Main Responsibilities of Trustee – Fundraising Lead**

In relation to the Board - provide insight and confidence to other Trustees on:

* The long-term vision and strategic direction for Shine’s fundraising plans
* Areas for investment in income generation and the return on investment
* A balanced view of diverse income streams and the different levels of risk and reward.
* Managing risks and ensuring compliance with the Code of Fundraising Practice, and with the laws and standards laid down by other bodies such as the ICO and the Fundraising Regulator.
* Progress against the annual fundraising plans in relation to the Director of Fundraising and Marketing
* Consult with Director of Fundraising and Marketing on matters of fundraising strategy and short and long-term direction
* Receive progress reports of performance from the Director of Fundraising and Marketing.

**Person Specification**

**Essential for the Fundraising Lead**

* A substantial background as a senior charity fundraiser with proven track record of success at an operational and strategic level.
* An understanding of the UK charity sector, good governance, Charity Commission, relevant legislations and statutory requirements
* An understanding of the challenges facing small and medium UK charities in maximising income streams and donor cultivation.
* Experience of diverse fundraising practices – individual giving, corporate and philanthropic giving, and trusts and foundations would be valuable.
* Excellent networking skills, influencing and communication skills.
* Knowledge of digital or social media.
* A thorough understanding of the Code of Fundraising Practice.
* An interest in the work of Shine

**Essential for all Trustees**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Strategic and forward-looking vision in relation to the charity’s objects and aims.
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.

**Desirable for all Trustees**

* To have spina bifida and/or hydrocephalus or direct knowledge of the conditions through personal or professional connections (and/or disability in general) and an understanding of the impact of the conditions on people’s lives
* Prior experience of committee/trustee work.
* Knowledge of the type of work undertaken by the charity.
* A wider involvement with the voluntary sector.
* Experience of chairing meetings, committee work
* Leadership skills exercised through a period change.

**Time Commitment**

* Up to 6 days a year, which include:

- 4 days for Committee meetings. These dates will be planned well in advance. Board meetings usually take place in Shine’s Head Office in Peterborough.

- Phone calls or meetings with the Director of Fundraising and Marketing. Location can be flexible.

**For a discussion about the volunteer trustee role:**

Please contact Kate Steele, CEO at Shine on 07767 376384 or email kate.steele@shinecharity.org.uk

**To apply:**

Please submit a CV and covering letter to Steve Ellen, Director of Finance at steve.ellen@shinecharity.org.uk

Closing date: 11 October 2019