

Trustee (Fundraising Officer) Role Description

Remuneration:	The role of Trustee (Fundraising Officer) is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Exeter.
Reporting to:	Chair of the Board of Trustees.

In addition to the general role and responsibilities of a trustee (see separate Trustee Role Description), the Trustee (Fundraising Officer) has the following role:

Trustee (Fundraising Officer) Role

We are looking for a Trustee to join our Board of Trustees to assist in the oversight of our City Farm project and we are looking for someone with experience and energy to take on the role of fundraising for the charity. Fundraising will be sought through grant applications, the general public and through relationships with stakeholders.

This is an exciting opportunity to be involved in a new project from the early stages and to have a real input into how the City Farm develops. You need to be able to attend regular board meetings in Exeter (every 4-6 weeks) and to devote some time to the charity outside of the meetings.

Specifically:

- To establish, alongside other trustees, a fundraising strategy
- To identify, with other trustees, fundraising opportunities and to coordinate the development of compelling fundraising applications
- Advise the Board of Trustees on matters related to fundraising
- To chair the Fundraising Advisory Council.

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Person Specification		
Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.		
Experience, knowledge, skills and attributes	Essential	Desirable
Commitment and enthusiasm to the work of Exeter City Farm.	X	
Commitment to devoting the necessary time and attention to the role of Trustee (Fundraising Officer).	X	
Possess strategic vision in the area of fundraising	X	
Ideally previous fundraising experience within a charity	X	
Ability to exercise good, independent judgement	X	
Good IT and computer skills e.g. Microsoft Word, Excel, Email and the internet.	X	
Ability to work effectively as a member of a team and to build good relationships with other trustees, staff and volunteers.	X	
Willingness to speak their mind and at times make unpopular recommendations to the Board!	X	
Knowledge of legal and Charity Commission requirements	X	
Understanding of the legal duties, responsibilities and liabilities of trusteeship	X	
Able to maintain confidentiality.	X	
Committed to the aims and values of the charity.	x	
Desirable skills and experience:		
Ideally previous experience of working with Trustees		X

Other requirements: You must be over 18 years old and live in the United Kingdom. We are unable to consider applications from individuals who would be disqualified from being a trustee by the Companies Act or Charities Act including anyone who has been convicted of a crime or deception or dishonesty unless the conviction is spent.

Trustees will need a DBS check prior to being accepted for the role. The charity will meet the cost of this.

Expenses

This post is a voluntary one and there is no salary or allowance payable. Expenses will be reimbursed in line with our volunteer expenses policy

Secretary Trustee Role Description	
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