**TRUSTEE RECRUITMENT PACK**

**August 2020**

**Trustee – with special responsibility for Marketing & Fundraising**

**About the role**

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves. We provide a range of free services including counselling, listening support/coaching, youth participation, advocacy and specialist groups, such as support for care leavers and a LGBTQ focused youth group. Supporting over 4000 young people each year we are looking to appoint a Trustee with special responsibility for marketing and fundraising to help develop our fundraising strategy and friends and supporters’ network.

Main duties:

The Trustee Friends and Fundraising will focus on positioning the ‘offer’ of the Charity with customers, stakeholders, sponsors and supporters. Creating links with the supporters and with the business community in an ethical and transparent way, securing resources of all kinds for use by the organisation in pursuit of its goals.

**Principal responsibilities:**

* To develop a Strategy for Fundraising that includes developing a Friends and Supporters network.
* To develop and maintain an approved sponsor and supporter pack making clear the advantages to young people as well to businesses and individuals from supporting Off the Record
* Provide oversight of fundraising arrangements and compliance with the code of the Charity Fundraising Regulator
* Develop and maintain contacts for the organisation that can assist us financially or otherwise when required
* Support the Director in developing fundraising initiatives for both individual and corporate fundraising
* Support and work with other Trustees and specialists communications staff and contractors where appropriate
* Sit on the appropriate working groups
* Maintain helpful business contacts on behalf of Off the Record where appropriate.

**What we are looking for:**

Candidates should have excellent networks in the area with communities and businesses and have excellent skills in relationship building. Experience of fundraising, marketing or sales would be an advantage, as would an understanding of the ethical requirements of charitable fundraising.

Previous experience of charity work is desirable but not essential. We are seeking to reflect the diversity of the communities we serve in all parts of the organisation.

**What’s in it for the trustee?**

You will be joining an active and supportive team of trustees at an exciting time for this well established and highly regarded charity. The role will be challenging at times but very rewarding. It will provide invaluable experience and the opportunity to make a real difference to the lives of young people. Trustees are unpaid volunteers but out of pocket expenses are covered.

This position requires an enhanced DBS disclosure that we’ll carry out before appointment along with two references.

**Role Description and Person Specification: Trustee (Friends and Fundraising)**

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location Bath

Time commitment: 6 Full Board meetings per year plus additional

meetings for any Sub groups

Reporting to Board of Trustees

**Role Description**

**Objective**

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**Main duties:**

* Liaise with the director on specific projects where contacts are required
* Develop and broaden the organisations Friends and Supporters network
* Take a lead role in promoting and developing the charities digital reach
* Attend and work closely with appropriate working groups
* Be an ambassador for Off the Record at events and networking occasions
* Report to the board about relevant marketing and business-related activities
* Co-lead, with the Director, the marketing and fundraising strategy of the organisation

**Trustee responsibilities:**

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Off the Record fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

**The statutory duties of a trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 organisation and to ensure the proper investment of the organisation's funds.
* To appoint the Director and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

* Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee (Marketing and Business) friends) will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Off the Record**

**Person specification for Role of Trustee**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

**Experience:**

Individuals are sought who have a strong empathy with our mission. An interest in the health and wellbeing of Children and Young people as well as the motivation to make a difference to their lives combined with an understanding of our work and ambitions are particularly sought.

* Successful experience of operating at a senior level in a charitable, public sector or commercial organisation
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
* A proven track record of sound judgement and effective decision making
* A history of impartiality, fairness and the ability to respect confidences
* A track record of commitment to promoting equality and diversity

**Knowledge, skills and understanding:**

* Commitment to the organisation and a willingness to devote the necessary time and effort
* Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
* Willingness to be available to staff for advice and enquiries on an ad hoc basis
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Trustees and Director

**How to apply**

To apply, you will need to send your CV with a covering letter explaining why you would like to be a trustee and what you will bring to the role. Email : [philwalters@offtherecord-banes.co.uk](mailto:philwalters@offtherecord-banes.co.uk).

We’ll be shortlisting applicants in the coming months.

If you would like to have a phone conversation before applying, please contact Phil Walters, Director of Off the Record on 07841986064.