



Vision Care for Homeless People (Charity no: 1118076)

Vision Care for Homeless People is a charity set-up to provide eye-care services to homeless and other vulnerable people in an accessible and friendly environment in which they feel safe, welcome and comfortable.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Fundraiser Trustee Recruitment	Date:	June 2017
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SUMMARY

The charity is targeting substantial growth in the services it provides for homeless people over the next five years. To finance the growth, we are enhancing our existing fundraising and launching two new fundraising channels. Our Fundraiser Trustee will support our fundraiser employee and the Fundraising Working Group to develop new fundraising. We are looking for a Fundraiser Trustee with proven acumen and a record of substantial fundraising growth.

LOCATION: Home working except for attending our board meetings; which are held in offices near Chancery Lane.

HOURS: Our board meetings are held in the evenings and you would be required to attend at least four trustee meetings, four working group meetings, a trustee strategy day and two VCHP events per year including some preparation and follow up. The successful candidate would be a key member of the Fundraising Working Group. Trustees are also asked to assist with relevant matters between meetings as needed and agreed.

DURATION: We are seeking an individual who can commit to our Board for a minimum of two years.

SALARY: This is an unpaid voluntary position. Reasonable travel and expenses will be covered.

GENERAL TRUSTEE RESPONSIBILITIES:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity’s governing documents and the law
- Act in the best interests of the charity
- Act reasonably and prudently
- Act collectively
- Manage the charity’s resources responsibly
- Avoid any conflict of interest
- Ensure your charity is accountable

FUNDRAISING TRUSTEE RESPONSIBILITY:

- Actively participate as a key member of our Fundraising Working Group.
- Assist effective planning of the fundraising strategy of VCHP
- Setting and monitoring performance fundraising targets.
- Support our fundraising employee in securing additional funding and the diversification of funding sources.
- Ensuring fundraising functions are compliant with law and codes of practice.
- Developing new propositions for corporate partnerships, overseeing negotiation of corporate participation agreements and account management of existing relationships.
- Supporting Branch Lead Teams to reach their fundraising targets.
- Monitor the performance of the fundraising function and report to the Fundraising Working Group.
- To perform any other reasonable tasks relating to the role.

PERSON SPECIFICATION

- Interested in VCHP's charitable work.
- Experience in public and corporate fundraising within the charity sector
- Time to dedicate to the organisational and administrative aspects of the role from home.
- Good written and oral communication skills

SKILLS AND EXPERIENCE

- Previous experience, skills and expertise in fundraising.
- Knowledge of the legislation and codes of practice relating to corporate and individual fundraising and experience of maintaining compliance.
- Capacity to inspire and motivate others;
- Strong interpersonal skills and the ability to deal with a diverse range of people;
- Good organisational skills and the ability to manage a variety of tasks
- Desirable: Experience of using on-line systems for marketing and customer relationship management.
- Ability to maintain records and produce clear written and oral communications;
- Skilled with IT and on-line working.

MOTIVATION AND DISPOSITION

- Cares about people and treats people with respect.
- Interested in helping the charity develop and grow
- Creative and pro-active with can-do attitude
- Comfortable working from home, managing own timetable and motivation.
- A flexible and non-judgemental approach to people and work.