



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:	Trustee	Date:	October 2018
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SUMMARY

Are you a great fundraiser who is willing to share your experience with a young charity and support us in our growth? Do you enjoy working with trustees and now wish to become one?

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 new Trustee will support our fundraiser employees and the Fundraising Working Group to develop new fundraising.

LOCATION: Home working except for attending our board and working group meetings; which are held in offices near Chancery Lane, London. Meetings are normally on a Tuesday evening 6.30 – 8.00pm.

COMMITMENT: Our board meetings are held in the evenings and you would be asked to attend at least four trustee meetings, four working group meetings, a trustee strategy day and two VCHP events per year.

The Trustee 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.

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

SPECIFICS FOR THIS ROLE

- Actively participate as a key member of our Fundraising Working Group.
- Assist effective planning of the fundraising strategy of VCHP
- Support our fundraising employees in securing additional funding and the diversification of funding sources.
- Monitoring compliance of fundraising functions with law and codes of practice.

PERSON SPECIFICATION

- Interested in VCHP's charitable work.
- Experience in public and corporate fundraising within the charity sector
- Time to dedicate to responding to emails and developing the role outside meetings.
- 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.
- 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.