

Volunteer Role Description and Person Specification

TRUSTEE – FUNDRAISING & INCOME GENERATION

We are looking for a committed individual with an interest in our cause, as well as relevant fundraising & income generation skills and experience to join the Board of Trustees that governs our local independent London Borough of Richmond upon Thames charity.

Introduction

Age UK Richmond upon Thames is a local independent charity supporting older people across the London Borough of Richmond upon Thames. Our mission is to provide support to help local older people to live healthier, happier and more independent lives. Our vision is providing and empowering a community where all local older people can love later life.

With our committed team of mainly part time staff and 100 + volunteers, we provide valuable services that improve wellbeing, tackle loneliness and support independent living. These includes Information & Advice; 'Nightingale' Hospital discharge; a range of social & wellbeing groups and activities; Dementia Friendly Richmond; 'Connect To Tech' digital skills development, Mental Health Peer Support and services to support people at home - handyperson, housekeeping and gardening. We deliver many services in partnership with others.

Whilst we are a brand partner of the national Age UK, we are a separate local independent charity – almost all our funding is raised by us locally in Richmond upon Thames. We are fortunate to have a hard working and talented staff team, supported by an experienced Board of Trustees – which we are actively looking to grow.

A trustee position is a voluntary, unpaid role.

What would the role involve?

The board of Age UK Richmond upon Thames is looking to recruit a new trustee or trustees who can bring their skills to bear while developing an understanding of and contributing to the development of the values, strategies and aspirations of Age UK Richmond upon Thames.

The board is specifically looking for individuals with experience in fundraising & income generation who can provide guidance to the charity in fundraising strategy, techniques and opportunities.

The role will include:

- Attendance at quarterly board meetings, as well as one sub-committee focusing on fundraising & service development.
- Contribute actively to the Board's role in giving strategic direction to the charity; setting overall policy and evaluating performance.
- Provide thought leadership and support to develop the charity's strategic and operational approach to fundraising and income generation including best practice, techniques and opportunities / risks.
- Provide guidance on how fundraising should sit within the overall charity strategy.
- Ensuring the charity complies with its memorandum and articles of association, charity law, company law and other relevant legislation or regulations.
- Ensure the charity applies its resources in pursuance of its objects and strategy.
- Ensuring good governance, and the effective and efficient administration of the charity.
- Representing and promoting the charity when needed, to increase its visibility and enhancing its reputation.
- Engaging with and supporting the agenda of the whole charity, not just the area of specialism.

What are we looking for?

We are looking for one or more individuals committed to the wellbeing of older people in Richmond upon Thames, with the skills / experience to help us deliver upon our mission and vision.

We are interested in hearing from people who have relevant professional fundraising & income generation experience. This could include wide experience of a diverse range of fundraising practices such as grants, corporate giving, legacies and philanthropic giving or more specific experience. An understanding or experience of the challenges facing small and medium-sized charities in fundraising and donor cultivation would also be useful. Experience of working at a leadership / strategic level would also be desirable.

Board meetings will usually be held at the White House Community Centre in Hampton – therefore an ability to travel to this location is needed.

New trustees will make a genuine and long-lasting impact on the lives of local older people in Richmond upon Thames.

How to apply or find out more information

If you would like to apply to be a trustee with Age UK Richmond upon Thames, please send your CV & application form to our CEO Gavin Shand gavin.shand@ageukrichmond.org.uk

If you would like to have an informal conversation about the role, or about Age UK Richmond upon Thames before applying please also contact our CEO.