

# Fundraising Trustee



Hello,

Thank you for your interest in joining our Board of Trustees at Guts UK Charity.

Guts UK is committed to a world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many and treatment can be often come too late.

We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients with expert information and support, and raise awareness for digestive disorders – we are informed by evidence and expertise and our community and the patient voice.

We have a proud history since 1971 and changed our name and refreshed our mission in 2018 to better focus on our community and the patient voice which is at the heart of everything that we do.

We now have big ambitions for the future so we are **seeking an experienced fundraising trustee** who shares our vision. Developing and growing our fundraising income is critical to our growth at Guts UK Charity and we're looking for someone who can guide and support our talented and passionate staff team in making the most of the opportunities we know is there.

You will join a motivated and engaged Board eager to expand the charity and its impact. The Guts UK Charity Board of Trustees share ultimate responsibility for governing the charity and directing how it is managed and run. As a member of the Board, you will help set the strategic aims, objectives and direction of the charity.

This is an exciting time to be part of Guts UK and we welcome your interest in becoming a trustee.



A handwritten signature in black ink that reads "V. King".

Dr Victoria King, Chair of the Board of Trustees

## It's time to get to grips with guts

## Fundraising Trustee – Job description

<b>Paid or unpaid role</b>	Unpaid Volunteer role
<b>Commitment</b>	Approx 6 hours per month
<b>Expenses</b>	Travel and out of pocket expenses will be paid

### The role:

**If you are an experienced and passionate fundraiser eager to make a tangible impact on digestive health awareness then we want to hear from you!** Guts UK is looking for a new fundraising trustee to join our Board of Trustees at a really exciting time for the charity.

As Fundraising Trustee, you will play a key role in assisting the Board and staff team to further develop and implement an ambitious fundraising strategy to support our future growth plans. Can you help us maximise our fundraising so we can support more people, fund more research and get the UK talking openly about their guts? You will help to ensure our fundraising is of the highest standard and that we are meeting our fundraising objectives as well as complying with our legal duties.

### Responsibilities as a trustee:

The fundraising trustee will sit on both our Board of Trustees and our Fundraising sub-committee. Both meetings are held quarterly; the Board being approximately 2 hours and the sub-committee 1.5 hours. While this role is in the main remote, we try and host one of the Board meetings per year in-person in London for which travel is encouraged.

The Board ensures the charity delivers its stated objectives including:

- ensuring organisational purposes remain relevant and valid
- approving strategic plans, business plan and budgets
- monitoring progress and spending against plan and budget
- evaluating results, assessing outcomes and impact
- reviewing and/or amending operational plans and budgets as appropriate

Each trustee has a responsibility to contribute to discharging the Board's responsibilities. This is achieved by:

- Contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance

- Monitoring charitable activities, ensuring compliance with our governing documents and policies
- Monitoring the charity's financial position and ensuring it operates within its means and delivers on its objectives with clear lines of accountability for day-to-day financial management
- Help steer the charity through periods of development and change, managing risk and ensuring its financial viability
- Understanding the business of Guts UK
- Acting in the charity's best interest at all times
- Regularly preparing for, attending and participating in meetings
- Being good ambassadors for Guts UK

### **Main responsibilities of the role:**

- Oversee and guide the development and delivery of a new and ambitious fundraising strategy for Guts UK to meet the overall strategic objectives of the charity
- Support the charity and staff team in enhancing its fundraising capabilities, including staff development, recruitment, and process optimization.
- Report to the Board at a strategic level on the success and challenges of the fundraising strategy including assessing and alerting the Board of risks or key concerns as appropriate
- With the CEO and SMT ensure the charity's fundraising activities are fully compliant including are legally, ethically, and transparently
- Contribute knowledge of fundraising techniques, best practise and strategies to support the work of the fundraising team
- On an adhoc basis, to work with the Chair or Deputy Chair of trustees on any wider Board commitments or objectives (e.g. trustee recruitment or performance feedback)

### **Person specification:**

- Extensive experience as a senior charity fundraiser, with a strong track record at both strategic and operational levels.
- In depth understanding of fundraising within, and the challenges faced by, a small charity
- Experience with diverse fundraising practises, platforms and providers and a passion for keeping up with trends in the fundraising market
- Experience on a Board of Trustees or other similar governing body (preferred but not essential)

- Knowledge of charity financials (preferred, but training will be provided)
- A natural team player who works collaboratively and respectfully with those from different areas of specialism, acknowledging the power of diversity of thought
- Sound independent judgement with an open mind and an ability to think creatively
- Ability to give constructive feedback and provide healthy challenge on proposals / ideas
- Excited and energised by the potential of a small charity with huge opportunities
- A clear passion for digestive health, digestive conditions and breaking down the taboos associated with them
- Ability to understand the needs and desires of people living with digestive conditions and those who care for them
- Excellent written and spoken English

## Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers, and for our governance. The leadership of Guts UK should reflect and understand the experience of and the communities we serve. A Board that is well balanced in terms of EDI is likely to make better decisions for the charity and its beneficiaries.

## Application process

Application closing date: **Friday 18th October**

- Please submit your CV and a short cover letter detailing why you think you are right for this opportunity directly through [Reach Volunteering](#).
- If you have any questions about the role, you can reach out directly to Katie Noon, our Chief Operating Officer via e-mail at [knoon@gutscharity.org.uk](mailto:knoon@gutscharity.org.uk)

We will be holding two interviews for the role:

- The first will be in our London office on **Wednesday 30<sup>th</sup> October**
- The second will be on-line on **6/7<sup>th</sup> November**

If you need any reasonable adjustments to be made during the course of the recruitment, please contact Katie Noon (contact details above) and we will do our best to accommodate.