

Fundraising Trustee – Role description

Paid or unpaid role	Unpaid Volunteer role
Commitment	Approx 6-8 hours per month
Location	Anywhere. Our meetings are all held on a hybrid basis and our trustees are located across the UK and beyond.
Expenses	Travel and out of pocket expenses paid

The role

As our fundraising trustee, you play a key role in supporting the Board and operational team to successfully implement a fundraising strategy to support our ambitious development and growth plans. We are seeking a trustee who is working, or has worked, to a senior fundraising level and who is looking to share your knowledge and expertise to enhance our fundraising and maximise the effectiveness of our activities.

You will have a pivotal role in shaping our fundraising development and growth which, in turn, will enable us to do more in raising awareness and understanding of digestive conditions, fund more research, and support more individuals, families, and professionals.

Responsibilities as a trustee

The fundraising trustee is a member of our Board of Trustees and our Fundraising & Communications Committee. Meetings are quarterly and average between 2 and 2.5 hours. All our governance meetings are hybrid with the option of being remote or attending in person in our London office. Our trustees are also invited to join events and team social activities.

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
- Acting as an ambassador, promoting our work, and building networks of interested parties who are enthusiastic about what we do.

Main responsibilities of the Fundraising Trustee role

- Provide strategic guidance and oversight for our fundraising strategy to meet the overall strategic objectives of the charity
- Support and advise the development of our fundraising capability
- Share your knowledge and expertise to enhance our fundraising efforts and maximise the effectiveness of our activities
- Report to the Board at a strategic level on the success and challenges of the fundraising strategy
- With the CEO and SLT ensure the charity's fundraising activities are fully compliant including legally, ethically, and transparently
- A member of our Fundraising & Communications Committee and Audit & Risk Committee
- On an ad-hoc basis, support the Chair and/or Deputy Chair of trustees with other 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 of working at strategic and operational levels.
- An understanding to the fundraising challenges faced by a small and growing national charity
- Experience with diverse fundraising practises, platforms and providers and a passion for professionally developing fundraising activities
- 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 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 support healthy challenge and provide constructive feedback
- Excited and energised by the potential of a small national charity with huge opportunities and ambition
- An understanding of or insight into digestive health, digestive conditions, and breaking down the taboos associated with them

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, volunteers, and governance. The leadership of Guts UK should reflect and understand the experiences of and the communities we support.

Application process

- Applications will be assessed as and when they are received. Interviews will be arranged on a rolling basis, so we suggest you apply as soon as possible.
- Please submit your CV and a covering letter highlighting the skills and experiences you would bring to Guts UK to our COO, Katie Noon, on knoon@gutscharity.org.uk.

If you are successfully shortlisted, you will be invited to a panel interview.

If you need any reasonable adjustments to be made to support your application, please contact us and we will do our best to accommodate.