



Trustee Role Description – Fundraising and Communications

Summary: Global Care is now looking for enthusiastic and self-motivated individuals with relevant expertise and experience in the fundraising and communications to join our Board of Trustees.

Objective of role: To enable Global Care to achieve its aims and ensure it meets all legal obligations as a charity in the UK and that it has the appropriate skills at Board level.

Time commitment: The Board meet 4 times a year. Trustees are expected to attend these meetings, read briefing documents in preparation for trustees meetings and assist with relevant matters between meetings, for example sub committee meetings, strategic planning, networking or fundraising activities. We are a small organisation and Trustees need to be available to assist as required. (Total time commitment needed would be around 50 hours a year and the role is unpaid.)

Duration: We are looking for individuals who can commit to our Board for a minimum of five years, unless unforeseen circumstances were to prevent this.

Duties: The Trustee would use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions and to

- ensure that Global Care complies with its governing document, charity law and any other relevant legislation or regulations
- ensure that Global Care pursues its objects as defined in its governing documents
- ensure that Global Care uses its resources exclusively in the pursuance of its objects
- contribute actively to the board of trustees' role in giving clear strategic direction to Global Care, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of Global Care
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of Global Care
- protect and manage the property of Global Care and to ensure the proper investment of Global Care funds

Person Specification:

The ideal candidate will have first-hand experience of Fundraising and/or PR work either in the UK or overseas. All trustees are expected to help towards securing a sustainable funding base for the organisation. An understanding of the voluntary sector and previous experience as a charity trustee are both desirable but not essential. As trustees would be expected to lead acts of worship at church events (occasionally) the post holder should be a practising Christian.

Essential

- Commitment to Global Care's mission, Christian Ethos and values and to a holistic approach to development
- Relevant experience in the fundraising and/or PR sector.
- Proactive and enthusiastic
- Ability to work in a team and to attend meetings, both out of out-of-hours (evenings and weekends) and on Fridays.
- Experience, interest in or commitment to using PR or fundraising to support charitable activities.
- Experience, interest in or commitment to the relief of poverty particularly child poverty
- A working understanding of the voluntary sector