

Fundraising Trustee: role description

- **Location:** home based
- **Expected hours:** 4-5 hours per month – flexible working
- **Remuneration:** Out-of-pocket expenses incurred in line with doing the role

Overview

We are seeking an individual to strengthen our Trustee Board skill set. The ideal candidate will have strategic and hands-on experience in fundraising or bid writing.

This role involves working with the BPA Strategic Leads and Trustee Board to develop, implement and coordinate a fundraising plan that has the potential to diversify the BPA's income stream ensuring future resilience.

About the charity

The British Porphyria Association is a UK charity that is committed to advocating for, supporting and educating porphyria patients, relatives and medical professionals, so as to improve the quality of life for those living with the different types of porphyria. We promote disease awareness and the advancement of research into new therapies.

The porphyrias are a group of rare, mainly genetic, conditions that have life-limiting and sometimes life-threatening impacts on a patient's life. Patients often experience exceptionally negative effects on their physical health, family and social relationships, financial stability and psychological and emotional wellbeing. By providing families with the tools and resources to be informed about their condition, we can help to improve the lives of those affected.

Responsibilities

- Assist the BPA team to develop a comprehensive fundraising strategy for the charity.
- Attend a monthly BPA team meeting (usually evenings)
- Attend a three-monthly Trustee meeting (usually evenings)
- Oversee fundraising to ensure that it is carried out with transparency and accountability.
- Be involved in assessing risks in new fundraising directions, alerting the Board of Trustees to any concerns.

Essential personal criteria

- Good communication skills and experience of team working
- An ability to maintain confidentiality and safeguard sensitive information
- A self-driven and motivated personality
- A commitment to the aims of the BPA and the BPA's policies and procedures

Essential skills

- Proficiency in O365 packages and an ability to use email and IT efficiently.
- Background in charity fundraising with a sound understanding and experience of charity fundraising at a strategic and operational level.
- A good understanding of the challenges facing small charities.

Desirable skills

- Adaptability: willingness and ability to adapt to new technologies and processes.
- Proven experience in bid writing and/or corporate fundraising

If you are a motivated and skilled fundraiser with a passion for making a difference to porphyria patients, we invite you to apply. Join our team and play a key role in enhancing the financial stability and future of the BPA.

BPA RESPONSIBILITIES

All those involved with the BPA, whether paid or unpaid, have the following responsibilities:

1. To maintain professional conduct and represent the BPA and its agreed position in an appropriate manner.
2. To familiarise themselves and comply with the BPA's policies, procedures and standards (available on www.porphyrria.org.uk).
3. To adhere to the high standards of the BPA at all times to members, patients, carers and medical professionals.

The Committee and Trustee Board have further collective responsibilities:

4. To ensure that the aims and objectives of the charity are fulfilled to the best potential and that the charity operates efficiently and according to the constitution.
5. To be aware of and act in accordance with current charity legislation.
6. To do their best to ensure the financial stability of the charity.
7. To ensure funds raised are used effectively, efficiently and in a transparent manner.
8. To be responsible for the overall management and organisation of the BPA, such as appointing a Chair, a Secretary and a Treasurer, coordinating meetings and preparing agendas and minutes.
9. To maintain an accurate and effective member database, ensuring all necessary paperwork is securely retained and kept up to date.
10. To work with the established medical professionals in the field of porphyria to maintain strong professional relationships and keep the BPA up to date with the latest research and best practices.
11. To ensure that committee working on behalf of the BPA are carefully chosen so as to always have appropriate skill sets available to fulfil the charity aims and objectives.

Being a Trustee

As Secretary to the Charity, you will also become a Trustee. Trustees are expected to understand and accept the legal duties, responsibilities and liabilities of trusteeship and understand their role as a Trustee.

You cannot become a Trustee if you:

- *Are under 18 years of age.*

- *Are disqualified under Sections 178 and 180 of the Charities Act 2011, because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception.*
- *Have previously been removed from trusteeship of a charity by the court or charity commissioners or is under a disqualification order under the Company Directors Disqualification Act.*
- *Are a paid member of staff.*