

# Fundraising & Media Trustee

## Citizens Advice Fundraising & Media Trustee

Citizens Advice Surrey Heath is a charity that provides free, confidential and impartial advice to support people in their everyday lives. We operate locally, with a focus on Surrey Heath, to help those in need. We seek to appoint a new Trustee with specific knowledge and experience in the key areas of Fundraising, PR and Social Media.

We are keen to hear from individuals with a genuine interest in the work of the Citizens Advice service and who will be motivated by supporting all aspects of our work across Surrey Heath. The Fundraising and Media Trustee will join the Board and Executive in developing partnerships with individuals, businesses, and play an active role in ensuring the success of our fundraising events. An understanding of the charity sector and previous experience as a charity trustee are both desirable but not essential.

### We are looking for a candidate with the following qualities and attributes:

- **Passion:** An enthusiastic commitment to our mission and a strong desire to make a difference in the lives of the Surrey Heath community.
- **Fundraising knowhow:** Proven experience in successful local fundraising, gaining sponsorship and/or raffle donations from individuals and corporate supporters and event planning.
- **Confidence:** in engaging with individuals, businesses and developing a network of potential donors, partners, and supporters, developing awareness of CA-SH across the local community via, for example, social media (specifically Facebook and LinkedIn)
- **Team Player:** Strong interpersonal and communication skills, with the ability to work collaboratively with the Board and volunteers.
- **Diligent and Pragmatic:** able and willing to see things through & manage details
- **Skilled communicator,** confident in the use of verbal, written and digital media.

### As a member of the Board of Directors & Trustee your responsibilities will include:

- Ensure that the organisation pursues its objects and complies with its governing document, charity law, company law and other relevant regulations.
- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets;
- Ensure the charity's resources are responsibly managed and deployed
- Support the executive team in managing the charity and effective and efficient administration of the charity
- To safeguard the reputation and values of the local and national organisation.

- To ensure the financial stability and accountability of the organisation.
- Act in, and further, the charity's best interests

In addition to the above statutory duties, each trustee should use any specific skills, knowledge and/or lived experience they have to help the Board of Trustees reach sound decisions.

## **Key responsibilities and accountabilities**

- Lead CA-SH Fundraising Committee in delivering and developing our fundraising plans and events
- Provide regular Fundraising reports to Trustees on funding outcomes, possibilities and opportunities
- Identify and cultivate relationships with potential and current donors and sponsors.
- Coordinate fundraising events and campaigns.
- Establish and nurture partnerships with other organisations.
- Collaborate with the board to align fundraising efforts with the organisation's mission and values
- Assisting in developing and executing a Public Relations & Media approach to maximise effectiveness of publicity, newsletters, website, social media and community presence to enhance public and local businesses awareness and support.

## **What we do**

We give advice to millions of people. People rely on us because we're independent and totally impartial and our service is free to all.

Through our dedicated staff and volunteers a wide range of advice and information services are provided to individuals enabling them to exercise their legal rights, resolve debt issues, secure benefit entitlement and sustain their accommodation.

## **Equality, Diversity and Inclusion**

The Citizens Advice service values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds and lived experience. We particularly welcome applications from younger adults, disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our Trustee Board.

## **Term of Appointment**

The period for which Trustees are appointed is three years, with an option to serve two further terms by agreement of the Board of Trustees.

## **Time commitment**

Trustees attend four Board meetings annually, with papers sent out 1 week ahead of the meetings. There will be occasions when Trustees are required to attend other planned meetings i.e. strategy planning meetings, committee meetings and events. Dates for such meetings are circulated in good time. Further commitments will be determined by the specific Trustee role and appointed Trustees home and work life commitments.

## **How to apply**

To be considered for the role, please upload your CV and a supporting statement outlining your suitability for the role and the experience you can offer.

If you have any queries about the role, please do not hesitate to get in touch with either the Chairman – Greg Scott - [Greg.Scott@ca-sh.org.uk](mailto:Greg.Scott@ca-sh.org.uk) or Chief Officer at [Kate.Sawdy@ca-sh.org.uk](mailto:Kate.Sawdy@ca-sh.org.uk) or contact us on 01276 417903.

For further information about Citizens Advice Surrey Heath please visit our website: [Citizens Advice | Home \(citizensadvice.org.uk\)](https://citizensadvice.org.uk)

Under the General Data Protection Regulation (GDPR) Citizens Advice Surrey Heath is committed to processing your data securely, lawfully and transparently.

We will process the data on your CV and supporting statement for the purpose of application processing only, and, in line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in your application. For further information on how we will use your data please visit our privacy policy page on our website