



**Royal Air Force
Benevolent Fund**

Fundraising Trustee

For more than a century, the RAF Benevolent Fund has stood beside the RAF Family; through war and peace, hardship and change. From the first day in uniform to the final years of life, we have been a constant source of emotional, practical and financial support. Today, our work reaches serving personnel, veterans, families and the bereaved in more than 30 countries.

As the demands on the RAF Family grow in complexity and urgency, so too must the resilience of the charity that serves them. Our ability to provide life-changing support, whether keeping a family in their home, helping veterans navigate injury or isolation, or walking beside the bereaved, relies on strong, stable and sustainable income streams. Therefore, we are seeking a **Trustee with significant fundraising expertise** to help shape and strengthen our long-term financial future. The successful candidate will join our diverse and highly skilled Board and Fundraising, Communications and Engagement Committee to:

- play a key strategic role in supporting our fundraising vision and strategy
- provide strategic input into fundraising plans and campaigns
- support and advise on income generation, donor engagement and partnerships

The full role description can be found on our website [here](#). The role is voluntary, however reasonable out-of-pocket expenses are paid. We will provide the successful candidate with a bespoke induction programme and relevant training / development.

Interested?

We would love to hear from you if you have the experience and passion we are seeking.

Please send an up-to-date CV and covering email / letter outlining your background, skills, experience and interest in the role to Lisa Harmshaw: lisa.harmshaw@rafbf.org.uk, our Head of Governance. If you have any questions about the role or would like to have an informal discussion prior to applying, please contact Lisa on 020 7307 3318 or via email.

We welcome applications from anyone who has the experience we are seeking, irrespective of background, community, industry or protected characteristics. If you require any reasonable adjustments as part of your application process, please let us know. You must be eligible to be a charity trustee under UK law to be considered for this role. We operate safer selection practices; this will involve the successful candidate being required to have a Disclosure and Barring Service check.

Applications will be considered on a rolling basis, and this position will remain open until we have found our ideal candidate. No agencies please.

Find out more about us and what we do via our website:



rafbf.org



Candidate information | Fundraising Trustee

We are seeking a **Trustee with significant fundraising expertise** to help shape and strengthen our long-term financial future. The successful candidate will join our diverse and highly skilled Board and Fundraising, Communications and Engagement Committee to:

- play a key strategic role in supporting our fundraising vision and strategy
- provide strategic input into fundraising plans and campaigns
- support and advise on income generation, donor engagement and partnerships

Candidates do not need to have a military background but must have empathy for what the Royal Air Force stands for, be aligned with our [vision, purpose, key goals and values](#), have the relevant experience and be willing and able to work strategically and collaboratively with others.

Our Board of Trustees

The Fund is led by a Board of 12 trustees who each bring their own unique background, skills and experience. Collectively, the Board is responsible for acting in the best interests of the Fund ensuring that the objects of the Fund, as set out in its Royal Charter, are delivered as effectively and efficiently as possible and exclusively for the benefit of the RAF Family.

Trustees are elected for an initial term of up to four years and subject to the ongoing needs and requirements of the Fund, a further term of up to four years may also be offered

All the Trustees are unpaid volunteers; however reasonable expenses are reimbursed. The Board delegates some of its powers and responsibilities to a series of Board sub-committees. You can find out more about our Trustees [here](#). The responsibilities of all our Trustees are to:

- act in the best interests of the Fund at all times;
- ensure that the Fund acts in accordance with its Royal Charter and Byelaws, charity law and any other relevant law and regulations which might apply;
- pursue the objects of the Fund, subject to the provisions of the Royal Charter and Byelaws, as effectively and efficiently as possible, ensuring that the Fund applies its resources exclusively in pursuance of those objects;
- oversee the effective and efficient administration of the Fund;
- ensure the financial stability of the Fund and the proper investment of its funds;
- protect and manage the property of the Fund;
- input into the identification and oversee the management of strategic risks;
- work collectively with the other Trustees, whilst bringing your own ideas, perspectives and experiences to discussions;
- work with the Board and Executive Leadership Team to agree strategic priorities and approve business plans and budgets;

- give firm strategic direction to the Fund and work with the Board to set its strategy, policy, goals and targets;
- evaluate performance against agreed goals and targets;
- declare any conflict of interest while carrying out your duties as a Trustee;
- read Board or other papers in advance of meetings, attend, participate constructively and contribute to the collective decision-making processes of the Board;
- participate in other tasks, arising from time to time, such as attending Fund events, networking and helping with fundraising;
- represent the Fund and advocate for the interests of its work through your networks; and
- keep yourself informed about the activities of the Fund and wider issues which affect its work.

About our Fundraising, Communications and Engagement Committee

The Committee is comprised of four Fund trustees and one co-opted member (with a background / experience in communications). On behalf of the Fund's Board, the Committee provides advice, guidance, support and challenge on matters relating to the Fund's communications, digital, engagement, fundraising, marketing and sponsorship activity.

Our Executive Leadership Team

Day to day responsibility is managed by our Executive Leadership Team under our Chief Executive, Air Vice-Marshal Chris Elliot, who has overall executive accountability for the management and operations of the Fund. You can find out more about our Team [here](#).

Time commitment

The typical time commitment will include attendance at and preparation for:

- a minimum of four scheduled Board meetings per year (held at our offices, 67 Portland Place, London). Meetings are usually held in March, late June / early July, October and December;
- a two-day Board awayday / strategy session in spring/early summer each year at an external location;
- a minimum of four Board sub-committee meetings of the Fundraising, Communications & Engagement Committee (held at our offices, 67 Portland Place, London). Meetings are usually held circa two weeks before the Board meetings; and
- relevant training as determined throughout the year.

We will provide the successful candidate with a bespoke induction programme, commensurate with the experience of the individual selected.

Person specification

You must be eligible to be a charity trustee under UK law to be considered for this role. We operate safer selection practices, and this will involve the successful candidate being required to have a Disclosure and Barring Service check.

If you have any questions about the role or would like to have an informal discussion prior to applying, please contact our Head of Governance, Lisa Harmshaw via lisa.harmshaw@rafbf.org.uk or 020 7307 3318.

The following essential and desirable competencies apply and will be tested at interview:

Essential: applies to all of the Fund's Trustees

1. alignment with our vision, purpose, key goals and values and a demonstrable commitment to equality, diversity and inclusion
2. the ability to contribute positively to the Fund in a non-executive capacity, operate strategically, be held accountable and hold others to account;
3. the ability to build supportive relationships and work as a team. This will involve working collectively with others, supporting collective decision-making, being comfortable in sharing your views and expertise with fellow trustees / committee members and the Executive Leadership Team (ELT) whilst still bringing your own ideas, perspectives and experiences to discussions;
4. the ability to analyse and interpret complex information and evidence, demonstrate impartiality, intellectual flexibility and sound judgment;
5. the ability to listen, communicate and influence effectively;
6. the capacity and skill to understand stakeholder priorities;
7. the ability to adapt and respond to change and be a collaborative and pragmatic problem-solver; and
8. willingness and ability to represent and advocate for the interests of the Fund through your networks.

Essential: applies to this particular role

A proven track record of multi-channel fundraising in a large organisation with total fundraised income in excess of £30M. This experience is likely to include some or all of:

1. demonstrable experience of securing large (6-figure+) gifts;
2. successful delivery of multi-million-pound campaigns and major donor programmes;
3. experience in leading a multichannel individual-giving function; and
4. experience of driving innovation in fundraising.

Desirable:

1. member of the Chartered Institute of Fundraising
 2. previous experience of working in the charity sector and / or the role of a charity trustee;
 3. an appreciation of the RAF, and of the military charity sector;
 4. a thorough understanding of UK charity law and regulations, in particular the Code of Fundraising Practice; and / or
 5. an understanding of corporate performance reporting and Key Performance Indicators (KPIs).
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