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**Job title:** Fundraising Trustee

**Contract type:** Volunteer

**Hours per week:** Approx 6 hours per month

**Expenses:** Any travel expenses will be paid

**Flexible working:** Yes

**Deadline for applications:** 19/07/24

### **About The Holly Lodge Centre**

The Holly Lodge Centre is a small local charity, hidden away in the heart of Richmond Park. Whilst small it is mighty, with over 8,000 local children and adults visiting each year to learn about the wildlife and heritage of Richmond Park. The Centre specialises in working with children and adults with disabilities, providing bespoke sessions devised to meet their needs and allowing them to get up close to nature.

### **About the role:**

If you are an experienced fundraiser, we need your help! The Holly Lodge Centre's Board of Trustees share ultimate responsibility for governing the charity and directing how it is managed and run. As a member of the Board, you will help set the strategic aims, objectives and direction of the charity. The skills and knowledge you bring will enhance the Board and support The Holly Lodge Centre in achieving its charitable objectives

As a Fundraising Trustee, you will play a key role within our charity in assisting the Board to develop an ambitious fundraising strategy and help us to further improve the effectiveness of our income generation so we can maximise the number of service users we can provide support to. You will help to ensure our fundraising is of the highest standard and that we are meeting our fundraising objectives as well as complying with our legal duties. Alongside relevant experience, you will also possess an ability to work to tight deadlines, prioritising multiple tasks, and will be a natural team player with excellent written and spoken English. Board meetings are held every three months for 2 hours in person at our Centre in Richmond Park.

### **Role Summary:**

- To assist the Board of Trustees to develop a comprehensive fundraising strategy for the Holly Lodge Centre
- To guide and support applications, working with the Centre Manager



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- To report to the Trustees on a regular basis, giving an update on fundraising achievements, plans, and progress.
- To ensure fundraising is of the highest standard and priority within a robust governance framework that meets all relevant legislation.

### **Main Responsibilities:**

- Oversee fundraising to make sure it is carried out in legal, honest, and accountable ways.
- Strategically assess where fundraising fits into the overall charity strategy, and work with the Trustees to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques, best practice, and strategies.
- Assessing risks in new fundraising directions, alerting the Board of Trustees in a timely manner, as and when necessary, of key concerns.
- To report to the Board at a strategic level on the successes and challenges of the fundraising strategy.
- To help the charity further develop its fundraising capabilities through effective people and processes.
- On an ad hoc basis, to work with the Chair and the Centre Manager, outside of the Trustee meetings, to support and develop the fundraising strategy.

### **Person Specification:**

- To have substantial background as a senior charity fundraiser with a sound understanding and experience of charity fundraising at strategic and operational levels.
- A good understanding of fundraising within a small charity and the challenges facing small charities.
- Experience of diverse income generation practices.
- Sound, independent judgement and ability to think creatively.
- Ability to give constructive feedback and provide challenge.
- Experience in the charitable or voluntary sector.
- An ability to work to tight deadlines, ensuring prioritisation of multiple tasks.
- A natural team player with excellent written and spoken English

**To apply for the Fundraising Trustee position at The Holly Lodge Centre, please submit your CV and a cover letter outlining your relevant experience and interest in the role.**

**Thank you for your interest.**