

	FUNDRAISING TRUSTEE ROLE PROFILE	Issue	V4
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What we do at Re~Cycle

Re~Cycle is a UK charity that sends unwanted bicycles from the UK to Africa. Local partner organisations refurbish, re-sell and help to maintain these bicycles so they have a long-lasting positive impact on the lives of those in the communities they support. Recently we reached a milestone of sending 80,000 bicycles to Africa. We have gained wider media coverage, and created a strategic plan to guide our continued improvement and evolution over the next five years. This rapid growth brings challenges, not only around sourcing bicycles and funds, and at the same time, promises exciting developments.

Purpose of the Post: Role Summary

At Re~Cycle we want our trustees to be passionate about what we do and have a clear reason for supporting the charity’s aims. We want our trustees to provide support to the strategy and direction of the charity, providing broad knowledge and experience. The fundraising Trustee will have a dedicated focus and have a depth of knowledge in charitable fundraising in order to support our small team to achieve success. They will assist the Board to see the bigger picture; bring a fresh perspective to fundraising plans and strategy and support the organisation’s fundraisers. They will ensure fundraising is of the highest standard, meets legal obligations and conforms to accepted best practice; and they will help to sustain a culture that supports and understands the requirements of fundraising in the organisation as a whole, including among non-fundraising staff and the Board.

Key relationships

Senior Members of paid staff (Chief Executive, Fundraising Manager), The Board of Trustees

Key Responsibilities

JD Key Accountability		Activity
1	All board members	Attend quarterly board meetings
		Be an active champion of the organisation
		Ensure that the charity complies with charity law, the requirements of the Charity Commission and the rules set out in our governing documents (see Trustee guide)
		Build relationships and rapport between Board and staff
		Aim to raise a minimum amount per year (this applies to all trustees)
		Support a minimum of 1 charity campaign per year
		Support specific fundraising activities (ideally with a particular focus on increasing unrestricted funding through public and corporate avenues)
2	Oversee fundraising for the charity	Oversee fundraising and make sure it is carried out in legal, honest, accountable ways
		Monitor progress and hold fundraisers to account
		Assist in setting the fundraising strategy of the organisation; ask the right questions about the long-term and current implementation
		Strategically assess where fundraising fits into the overall organisation strategy
		Actively participate as a key member of the Fundraising Sub-Committee of the Board
3	Work with the FR staff team	Work with senior fundraising staff to ensure effective income generation is being achieved and in setting and monitoring performance fundraising targets
		Support and encourage the fundraising team in their work and assess the cost-benefit ratio of each planned type of fundraising
		Contribute knowledge of fundraising techniques and strategies, promote diversification of funding sources, understand results and approve budgets
		Growing individual giving, community fundraising and/or major donor work
4	Other roles	Lead risk assessment of fundraising on behalf of the board, especially when considering new or ambitious fundraising strategies or new activities which carry financial or reputational risk for the charity
		Network on behalf of the charity to solicit funds on a peer to peer basis and assist other members of the board to do the same in conjunction with the staff team
		Collaborate with marketing staff and support fundraising and marketing staff to develop integrated co-working