Project 17
St Joseph's Hospice
Mare St
Hackney
E8 4SA
07963 509 044
info@project17.org.uk
www.project17.org.uk
Charity no: 1152621

Project 17 role description and person specification

Title of Role:	Trustee (Fundraising)
Location:	Working from home with occasional meetings at Project 17's offices at St Joseph's Hospice, Mare St, Hackney E8 4SA. Board meetings take place every 3 months and currently alternate between in person and online meetings.
Responsible to:	Working closely with the Chair and other trustees
Responsible for:	To work with the Board of Trustees to provide oversight and strategic direction to Project 17, specifically in relation to fundraising and income generation
Salary:	Voluntary
Hours:	Around half a day per month, including meetings quarterly
Term:	Trustee terms are for two years but trustees can stand for re-election

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Summary

Project 17 is an organisation working to end destitution among migrants with no recourse to public funds. It works with people experiencing exceptional poverty to improve their access to local authority support. We believe that everyone has the right to a home and enough to eat, regardless of their immigration status. To achieve our vision, we provide advice, advocacy and support for families and adults with care needs who have no recourse to public funds. We build capacity in other organisations and we campaign for the improved implementation of statutory support.

We are currently looking for new Trustees, including those with lived experience of the immigration system and/or No Recourse to Public Funds (NRPF) conditions to help ensure the charity achieves its goals and is working in the interests of those it seeks to help. We are particularly interested in people who have a background in grant, trust and foundation fundraising, income generation and diversifying fundraising strategies.

Specific Responsibilities

- Ensure that the organisation complies with its governing document, charity law, and any other relevant legislation or regulations.

- Ensure that the charity pursues its objectives, as defined in its governing document, and applies its resources exclusively in pursuance of its objectives
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation.
- Lead strategically on fundraising at the Board level. You will be comfortable working collaboratively with fellow trustees and with staff to develop fundraising opportunities and support fundraising activities, with a particular focus on donations and income diversification. Together with the Director and Treasurer, you will keep the Board informed of funding opportunities, applications and outcomes.
- Set overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Take collective responsibility for the actions of the organisation and other Trustees.
- Ensure the effective and efficient administration and financial stability of the organisation.
- Attend meetings, reading all relevant papers in advance, and use relevant knowledge or experience to provide advice and guidance and help the Board to reach sound decisions.
- Participate in other tasks as arise from time to time, such as interviewing new staff or attending events.
- Keep informed about the activities of the organisation and wider issues which affect its work.

Person Specification

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrable commitment to the values and ethos of Project 17.
- Personal and professional integrity.
- Ability to commit time to conduct the role well, including attending meetings and events outside of normal office hours.
- Experience of fundraising, bids, lead generation, relationship development
- Experience of working with donors
- Strategic vision and good, independent judgement.
- Strong interpersonal and relationship building abilities.

Desirable

- Experience of the immigration system and/or NRPF.

Term of office

A Trustee term is two years, following which they may be re-elected

Time requirement

The role will require a time commitment of around ½ day per month, on average, with more time required in some months than others. This will include planned quarterly board meetings of approximately 2 hours, held either online or in London, and occasional sub-committee or ad hoc meetings or discussions by email.

Remuneration

Project 17 is a small charitable, not-for-profit organisation. Trustee and chair roles are not remunerated. Reasonable expenses for travel and childcare can be paid. We are committed to recruiting and sustaining a diverse Board, and if finances are a barrier to participation, we would like to discuss how we can overcome that.