

Tor Support Services, Community Centre, Okehampton College, Mill Road, Okehampton. Devon. EX20 1PW  
Registered charity number: 1163407

## RECRUITMENT SPEC for TRUSTEE – FUNDRAISING (Voluntary Role)

### Summary of Job Description:

#### Main Duties of a Trustee as defined by the Charity Commission:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

#### Duties in respect of TSS Fundraising:

1. To take the lead on developing funding bids to a range of grant-givers and be able to oversee multiple bids simultaneously.
2. Actively manage and grow a portfolio of grants and trusts prospects, working with the Treasurer to deliver an integrated programme of fundraising activity.
3. To build and maintain good relationships with local and national funding bodies.
4. Keep abreast of new developments in trusts and grants fundraising, pro-actively identifying new grant-makers and opportunities for funding.

### Person Specification:

Applicants must be at least 16 years old to be a trustee of a charitable incorporated organisation (CIO) and eligible to serve according to current Charity Commission guidelines. They must be willing to undergo all necessary preliminary checks, including the highest level of DBS clearance and complete declarations regarding any reasons for ineligibility and potential conflicts of interest.

They should adhere to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition they should be able to demonstrate:

- A commitment to the organisation and its objectives
- An understanding & acceptance of the legal duties, responsibilities & liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties (*see below*)
- Strategic vision
- Good, independent judgement
- An ability to think creatively and speak their mind, whilst being an effective team player
- Project management skills and attention to detail e.g. for developing funding bids.  
(*Previous experience whilst desirable is not essential as training can be given.*)

The Trustees meets every six weeks on a Wednesday at 17.00 in Okehampton for around two hours. Each Trustee also contributes their own time between meetings as necessary, often at a distance via our dedicated e-mail and file sharing system. The total time given varies according to individual roles but each person has the freedom to plan this around their other commitments.