

## Fundraising Trustee

**Are you passionate about challenging inequality and using learning and creativity to empower people? To grow our charity, we need authentic, skilled and committed individuals to join our Board.**

### **Who are we?**

Ipswich Community Media (ICM) is a rapidly growing grassroots charity working based in the Westgate Ward in Ipswich, one of the most deprived wards in the country and the most diverse ward in Suffolk. Launched in 2015 by a group of people with a shared vision to serve the local community, we run free weekly sessions in music, media, creative arts and language learning.



Through innovative and engaging methods, we are able to boost self-esteem, interpersonal, social skills, group working and provide pathways to employment and volunteer opportunities.

Our mission is to challenge inequality by empowering people to transform their lives through learning and creativity.

### **What we do:**

We provide the following free sessions every week to our local community:

- English as a second language (ESOL) to over 130 learners from over 21 different nationalities
- Music and media sessions to young people who face exclusion from school and struggle in regular educational settings. As well as young people who are at risk or already in the criminal justice system
- One-to-one tuition to young people with learning disabilities in radio production
- The opportunity for young people to explore and develop skills in music production, radio and performance
- Sessions in music and creativity for children in one of the most deprived and diverse wards in Suffolk
- Volunteering opportunities through our projects and local events and partnerships

## **What we're looking for**

ICM is looking to recruit a new Trustee with Fundraising experience to our Board to support our efforts to diversify our income streams, identify and engage new supporters and develop a Digital Fundraising Strategy.

We encourage applications from a wide range of candidates including those with relevant lived experience. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability. As part of our commitment to racial justice we particularly welcome applications from Black, Asian and Minority Ethnic candidates.

## **What you will be doing**

- Working with the Senior Management Team to support the development of a Fundraising strategy
- Contributing knowledge of fundraising techniques and strategies
- Networking on behalf of the charity to solicit funds on a peer to peer basis
- Build relationships with potential corporate partners and other key influencers
- Contributing to the development of all aspects of the charity including governance, promotion and fundraising
- Ensuring compliance with constitutional and governance requirements and Charity Commission guidance
- Being an active committee member by attending meetings and contributing ideas
- Using your skills, experience and local contacts to promote our work
- Being a positive advocate for ICM and encouraging others to support our work
- Safeguarding the reputation and values of our charity

## **What's in it for you**

- Use your skills and experience to contribute to the success of our charity and make a positive difference to local people's lives
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- We provide out-of-pocket travel expenses

## **Person specification**

- Fundraising experience for a charitable or non-profit organisation
- An understanding of the challenges facing small to medium UK charities in maximising income streams & donor cultivation A commitment to the organisation
- A thorough understanding of the Code of Fundraising Practice.
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively

- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

ICM is committed to Equality and Diversity at all levels and believe that the Board of Trustees should reflect the breadth of the Organisation and its beneficiaries. Our Equality and Diversity Policy, which ensures equal access to the services of the charity and equal opportunities in staff appointment procedures, will be applied to the procedures for nominating trustees.

All ICM Trustee roles are voluntary, with no remuneration, however out of pocket expenses can be claimed.

### **Additional Information**

- You will be provided with a Trustee pack on appointment and invited to meet with our Chair of Trustees and Executive Directors for an introductory conversation and a tour of our premises
- Board meetings are held quarterly and are currently held online. When restrictions allow these will take place at our offices in Ipswich
- You will be required to commit up to 12 days a year (approximately 8 hours per month), to attend board meetings, business planning meetings, follow up on actions, attend training, review board papers and liaise with the Directors on operational issues as necessary
- All Trustees are required to attend three out of four quarterly Board meetings each year
- All Trustees must serve a minimum 3 year term

### **How to apply**

- If you are interested in becoming a Trustee please get in touch with us via [hello@ipswichcm.org.uk](mailto:hello@ipswichcm.org.uk)
- Candidates will be asked to submit a CV and personal statement demonstrating their suitability for the role

If you have any questions about the role or would like an informal chat about our work, please get in touch via [hello@ipswichcm.org.uk](mailto:hello@ipswichcm.org.uk) we'd be pleased to hear from you.