

The Archway Foundation

Trustee with a focus on Fundraising

Background

The Archway Foundation's objective is:

To be alongside those hurt by loneliness, to serve by offering support, friendship and a listening ear in order to improve their mental and physical health and well-being.

The Archway Foundation is about to celebrate its 40th year in 2022. It employs 10 staff (6 FTE), has 250 service users (known as Friends), and 100 volunteers. Whilst individuals can self-refer, the majority come via Mental Health Teams, Adult Social Care, Practice Link Workers and voluntary organisations. In normal times regular supportive social contact is provided through the Individual Support Service (volunteers meeting with an individual on a fortnightly basis) and a number of Supportive Social Groups, with subsidised transport for those unable to access independently. Currently, emotional support and social connection is made through a telephone support service and a bi monthly Newsletter, with content driven by reader requests and inclusive of their contributions. Its turnover is around £250k. It has had substantial support from the National Lottery, and a range of local and national grant-making trusts as well as from local churches and a loyal band of supporters.

The Board of Trustees meets around 6 times a year, with subgroups meeting between the main board meetings. The Board has 8 members who have expertise in a number of areas, including those relating directly to its aims (for example with background in the health service), finance and strategy. It also has a long-standing relationship with a professional fundraiser who, with the CEO, has raised £483,000 from grant awarding bodies over the last 5 years. Demand for its services continues to grow whilst grant income becomes increasingly competitive. The aim of this role is to bring a Trustee onto the Board who can bring expertise in another area of fundraising, such as digital and corporate fundraising and other areas.

Role Summary

- First and foremost, to perform the duties of a Trustee of the Archway foundation.
- To assist the Board of Trustees to develop a new approach to fundraising and/or income generation.

Trustee role:

- Ensure that The Archway Foundation operates in accordance with its governing document and charitable objects
- Ensure that the charity operates in accordance with relevant legislation or regulations
- Attend meetings regularly. The Board meets 6 times a year and trustees are expected to attend a majority of these meetings.
- Make sure that the finances of The Archway Foundation are managed prudently and without unnecessary risk.
- Contribute any specific knowledge always acting in the best interests of Archway.
- Contribute to strategic planning, policy procedures and set long-term aims and targets.
- Oversee the effective administration of The Archway Foundation by the Chief Executive/ Director and senior staff/staff.

Specific responsibilities of the Fundraising Trustee:

- Support and encourage the Chief Executive and part time fundraiser in their fundraising work.
- Strategically assess where fundraising fits into the overall Archway strategy and work with CEO and fundraiser to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques and strategies.
- Assessing risks in new fundraising directions.
- Advising on ways to ensure communications and fundraising work together to optimum effect
- Ensure good governance in all fundraising activities in line with the charity's Ethos

Other responsibilities:

- Maintain the reputation and values of The Archway Foundation in public.
- Promote and represent The Archway Foundation externally and report back on meetings and events attended.
- Be willing to undertake training and attend away days when necessary.
- Maintain confidentiality about all aspects of the trustees' business
- Declare any conflicts of interest.
- Trustees may also be asked to join other committees that may be set up from time to time to deal with specific issues or pieces of work; or occasional recruitment panels.

Key qualifications

The fundraising trustee should have a sound understanding of charity fundraising at strategic and operational levels either as a charity fundraiser or gained from experience within another sector (e.g. corporate).

Website: <https://archwayfoundation.org.uk/>

Twitter: <https://twitter.com/archwaycharity>

Facebook: <https://www.facebook.com/The-Archway-Foundation-UK-164973336867267/>

LinkedIn: <https://www.linkedin.com/company/the-archway-foundation>