



## Trustee (Fundraising) – Role Description

### Summary of Role

PHASE Worldwide is currently seeking a Trustee with a fundraising background to strengthen and lead the Board of Trustees’ work on all areas of fundraising; and operate as the Chair of its Fundraising and Communications Working Group. Please see details of the role below.

<b>Role Title:</b>	Trustee (Fundraising & Communications)	<b>Responsible To:</b>	Chair of Trustees
<b>Salary:</b>	Voluntary – reimbursement of travel expenses available	<b>Responsible For:</b>	N/A
<b>Hours of Work:</b>	1 - 2 days per month	<b>Starting Date:</b>	ASAP
<b>Location:</b>	Remote – PHASE Worldwide holds quarterly Trustees’ Meetings, with options to attend either remotely or in-person in Sheffield, South Yorkshire.		

### About Us

Practical Help Achieving Self-Empowerment (PHASE) Worldwide is a UK registered charity (Charity Number: 1112734) that works towards achieving a future where everyone, everywhere, even those in the most remote places in the world, have access to primary healthcare, basic education, and livelihoods opportunities. We do this by empowering isolated communities through integrated and sustainable programmes, changing the lives of more than 20,000 people every year.

Our work is currently focused in some of the most remote and rural communities in Nepal, where poor health, low levels of education and few livelihood opportunities trap people within a cycle of poverty, preventing people from taking control of their lives. Through our local partner, PHASE Nepal, we support integrated and sustainable health, education, and livelihood projects that enable people to access knowledge, skills, and services, whilst at the same time, strengthening local government provision. We currently focus on supporting marginalised communities in Nepal; however, we also plan to further expand our support into other countries in the future.

All of our work, both overseas and in the UK, is based on empowerment. We believe that all aspects of our work should make people stronger and more confident. This applies to the people involved in the projects we support, staff, volunteers and trustees working for PHASE Worldwide and PHASE Nepal, and our supporters who help us work towards our vision.

### The Role

PHASE Worldwide is led by a Board of Trustees composing of seven Trustees. The Board is responsible for overall governance and strategic direction of the organisation. Being a PHASE Worldwide Trustee will allow you to make an important contribution to our current work and future direction, including supporting the design and development our new organisational strategy.

Within the Board of Trustees, there are four sub-committees. These include: Organisational Development and Partnerships, Fundraising and Communications, Finance and Risk, and Governance and HR. Each committee is chaired by a Trustee and has at least two members who are trustees of the organisation. Committees aim to meet every eight weeks and a minimum of four times a year. The Board manages risk collectively and uses committees to support PHASE Worldwide’s work and charitable objectives.

Our fundraising involves both trust and foundation grant applications, as well as appeals, events and campaigns. We have recently run fruitful large-scale appeals and are looking to expand on this success. As UK fundraising faces challenges from the pandemic and cost of living crisis, we are also exploring diversification of our funding, including through income generation from goods and services.

We are excited to find a Trustee to understand, re-think and support the development of PHASE Worldwide’s fundraising at a strategic level. You will help us design a fundraising strategy, brainstorm on how to make campaigns effective, and share insights on the trends and opportunities in the sector. The Trustee will also be responsible for chairing the Fundraising and Communications Working Group which provides the staff team with regular oversight and development on fundraising.

## Responsibilities and Duties

As a trustee of PHASE Worldwide, you will be responsible for:

1. Supporting the development and implementation of the organisation's fundraising strategy and annual business plans;
2. Helping to set fundraising goals and targets, particularly during the annual budgeting process;
3. Overseeing fundraising activities, making sure they are carried out in legal, honest and accountable ways and in line with the Fundraising Regulator's Code of Fundraising Practice;
4. Providing expert fundraising guidance and support to other trustees and employees of the organisation;
5. Working with the Director to plan and chair the Fundraising & Communications Committee Meetings;
6. Being an active championing of PHASE Worldwide and actively supporting its fundraising efforts.

## Person Specification

We are looking for an individual with fundraising experience to fulfil the overall brief, so please do not be deterred if you do not meet all of the below requirements. Key skills, experience or knowledge required:

- Extensive fundraising experience and of working in an NGO, ideally within International Development;
- Proven track record of successfully implementing and overseeing different avenues of fundraising, with a particular focus on large appeals, events, and campaigns (e.g. UK Aid Match) and individual giving/supporter stewardship;
- Knowledge of the trends and challenges of the fundraising environment for NGOs in the UK;
- Experience of operating strategically at board or at senior leadership level, with knowledge and interest in organisational development;
- Strong leadership skills with the ability to motivate staff and volunteers;
- Excellent inter-personal and relationship building abilities;
- Demonstrable commitment to PHASE Worldwide's aims, values and work;

## Time Commitment

The minimum commitment in an average year is likely to be between 15 and 20 days (including preparations and reading for meetings). Meeting dates are fixed in advance and all sub-committee working groups are taken remotely. The initial term of office is three years, with the potential to be reappointed at the end of each term.

Board meetings are held quarterly in January, April, July and October, and last approximately three hours. The meetings tend to be held in-person in Sheffield, however there is always an option to join remotely. The reimbursement of reasonable travel expenses is available in accordance with our expenses policy.

We would ideally like you to join the Board in time to be present at our April 2023 Board Meeting. Please be aware, you should allow for 2-3 additional days for induction with the Director and wider staff time during your first few months.

## To Apply

To apply for this role, please send your CV and a brief cover letter outlining your relevant skills and experiences to [billy@phaseworldwide.org](mailto:billy@phaseworldwide.org).

Please note, PHASE Worldwide has a safeguarding policy in place to protect vulnerable persons and this will be referenced during the recruitment process. The successful applicant will also be required to provide two satisfactory written references before appointment is made.

*PHASE Worldwide is committed to the principles of equality, diversity and inclusion and believes that all employees, volunteers and trustees should be treated with dignity and respect. There should be no unfair discrimination of employees, volunteers or trustees on the basis of gender, race, ethnicity, nationality, health, age, sexual orientation, marital status, religious belief or philosophical belief. We want a diverse organisation where all members of the community are represented and therefore encourage applications from candidates from all backgrounds.*