**Fundraiser/Trustee**

**Role:** Fundraiser/Trustee  **Responsible to:** Board of Trustees / Executive Director

**Time commitment:** Monthly meetings

**Location:** Littlehampton, West Sussex

**About the Opportunity:**

MenWalkTalk Charity are looking to appoint a new volunteer Fundraiser/Trustee to join the current board of trustees. The Fundraiser/Trustee will maintain an overview of the organisation’s affairs and fundraisers legally, responsibly, and effectively, always treating the public fairly and with respect. Keeping up to date records and creating a fundraising strategy for the charity. MenWalkTalk trustees currently meet monthly as the charity is newly developing; trustees meet frequently if needed. The position of the trustee is voluntary for a three-year appointment. MenWalkTalk encourages applicants from a wide variety of backgrounds, who will bring their ideas to develop our growing charity. Most importantly we are looking for someone who is passionate for men’s mental health and will subscribe to MenWalkTalk mission, vision and values.

The role of Fundraiser/Trustee is not accompanied by any financial remuneration, although expenses for travel

may be claimed.

**About MenWalkTalk Charity:**

MenWalkTalk is a registered charity in England which aims to support an improvement of mental health in men of all ages by engaging in a walking group which is proven to be beneficial to their mental and physical wellbeing. The Stigma around Men’s mental health needs to be broken. MenWalkTalk also aims to reduce social isolation for men and provide signposting to specialist support for those who may be experiencing mental health problems. We want to provide volunteer-led walking groups in every county across England and then the UK. Currently our volunteers have mental health awareness training as a minimum and their aims are to discuss mental health within their walking groups, in a caring, supportive, and non-judgemental manner.

**MenWalkTalk Charity Mission, Vision & Values:**

Mission: To provide support to any adult male, whether they may have experienced, or are experiencing, a mental health issue or not. To listen to them, support them, walk with them and signpost them to specialist support where appropriate. We want to raise the awareness of mental health issues that men currently face, promoting a better understanding of this area.

Vision: “For men to feel able to speak out, feel heard, understood and supported. To promote a positive change in people’s lives through mutual support and advice”

Values: Welcoming; We understand it can be difficult, we are here for you. Approachable; We are available without judgement. Partnership: We understand there is strength in numbers and will support you to further support. Positive; We will try to find the positive in every situation.

**Fundraiser/Trustee for MenWalkTalk Charity:**

In addition to the general responsibilities of a trustee, duties of the fundraiser include the following:

* A passion for the Mission, Vision and Values of MenWalkTalk Charity
* Applying for available funds available for the charity
* Work closely with the founder, trustees and any other volunteers and staff to generate income for the charity
* Be accountable for setting and delivering the financial goals, create a fundraising strategy for the charity
* Create a portfolio and programme for approaching fundraising to achieve annual plans and goals
* Write proposals, applications, and fundraising materials
* Identify new sources of funding and grants available
* Liaising with staff and/or volunteers to plan, promote fundraising events
* Create robust processes and appropriate policies for fundraising and donations
* Ensuring the charity is compliant with all fundraising standards and legislation
* Plan towards a sustainable future for the charity and financial resources meet its current and future needs
* Providing accurate records of donations/funds to treasurer and trustees, following data protection and confidentiality
* Prepare and present financial reports to the board
* Ensure that appropriate accounting procedures and controls are in place for the charity’s approach to working with third parties, commercial partners, and volunteers for the delivery of fundraising
* Ensure that there is no conflict between any investment held and the aims and objects of the charity
* Monitor fundraising activity and ensure it is consistent with the charities policies and legal responsibilities
* Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented

**Person specification:**In addition to the person specification for a trustee, the treasurer should have the following qualities:

* Financial qualifications and experience
* Transparent and accountable in approach to fundraising
* Some experience of charity finance
* Be open and accountable, complying with statutory requirements and addressing queries about the charities fundraising clearly and honestly
* A willingness to be available to trustees, staff and volunteers for advice and enquiries on an ad hoc basis

If you would like to express your interest in this role please send your C.V and covering letter to [menwalktalktrustees@gmail.com](mailto:menwalktalktrustees@gmail.com)