



FUNDRAISING & DEVELOPMENT TRUSTEE ROLE DESCRIPTION

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| Title: | Trustee (Fundraising & Development) |
| Reporting to: | Chair of the Board |
| Salary: | Voluntary unpaid position |
| Times: | 4 Trustee meetings annually and 1 AGM (Weekday/Evening) |
| Location: | The charity is based at Mornington Centre, Stanley Street, SE8 4BL <i>Where possible meetings can be attended remotely</i> |

About Us

South East London Arts Network, operating as Arts Network, is a charity based in Lewisham offering free membership through referrals for adults living with severe mental health support needs. We are reaching and empowering individuals through creative engagement, fostering community and a wider understanding surrounding mental health.

We support people to achieve their personal goals through creative activities, exhibitions, and events that enable participants to learn new skills, increase self-confidence, and develop relationships.

We constantly seek to battle stigma and discrimination by presenting our work and practice to medical practitioners, key stakeholders, and the general public.

Further information can be found on our website: www.artsnetwork.org.uk

Role

Arts Network are looking for a Trustee / Directors (hereafter referred to as Trustees) who can help move the organisation forward and fulfil our ambition to be the leading visual arts charity for people with severe and complex mental health support needs. This Trustee will also have relevant experience in fundraising and development and be an ambassador for Arts Network, and who can help to maximise the potential of our charitable aims and to lead the organisation in this next stage of its development – including our growth across Southwark.

Role specifics: Fundraising and Development Trustee

- Develop a fundraising strategy with the CEO and the Board of Trustees.
- Identify fundraising opportunities and assess potential.
- Establish partnerships and networking opportunities to develop long-term relationships with stakeholders.
- Develop a strategy to help promote the visibility of the charity.



- Ensure fundraising is compliant with the charity's legal and ethical obligations.
- Develop a code of practice for fundraising standards.
- Report on fundraising and development matters at quarterly Trustee meetings.

This list is by no means exclusive and does not necessarily pre-determine the profile of successful candidates. Those who can bring other skill-sets and new perspectives are also welcome to apply.

Key Duties and Responsibilities

Under Company Law, Trustees have certain legal, financial and fiduciary duties and must also comply with charity law. The requirements of some funding bodies also place responsibilities on Trustees. Even though many of these duties are delegated to management staff, and the Board is called upon to make clear decisions about such delegation, the ultimate responsibility for every aspect of the Company's operation lies with the Board of Trustees. It is therefore important that all Trustees ensure that they understand the history of the organisation and its current situation and keep abreast of issues that might affect the organisation.

Personal Attributes

The general expectation of all Trustees is:

- An enthusiasm for the work of the organisation - attend exhibitions/events hosted by Arts Network.
- A commitment to carry out the duties of a Trustee.
- Attendance at a minimum of 3 out of 4 of the Board of Trustee meetings a year having read any papers circulated in advance.
- A commitment to work with other Trustees and management team in helping to fundraise for the organisation.
- Either utilising professional or personal contacts and/or proactively engaging in fundraising projects and campaigns.
- A commitment to be well informed about the work of Arts Network.
- In order to be an effective advocate and by preparing for and contributing at meetings.
- Good professional networks and the willingness to offer these where appropriate.
- Providing support and assistance for management staff with their contacts.
- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people.
- Contributing to good governance and building relationships across the Board and with staff.
- A willingness to deal openly with colleague Board Members and management staff in a friendly and professional manner.



- A preparedness to offer personal and business skills and experience to support the work of the management team when required.
- The ability to treat sensitive information confidentially and an understanding of which issues to maintain as confidential.

Application Process

Please provide the following:

1. Either a covering letter or a short video clearly outlining how you meet the requirements of the post. Letters should be no longer than one page and videos should be no longer than 3 minutes.
2. A CV including details of two referees

Applications should be sent as PDFs to: info@artsnetwork.org.uk with “Trustee Application” written in the subject line.

Shortlisted candidates will be invited to an interview. Selected candidates will then be invited to attend a creative workshop with our members (also known as our beneficiaries).

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds and people with lived experience. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and they can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our community.

We can provide support with adjustments to help someone to apply for this role. If necessary, please get in touch with the CEO Kate Price: kate@artsnetwork.org.uk to let us know how we can help you. This will not influence your application.

Deadline for applications: **Midday on Friday 14th February 2025**
Start date for successful candidate: **March 2025**

Successful applicants will be notified of interview in the week beginning 17th February 2025, with interviews taking place in the last two weeks of February 2025.