



Co-opted Trustee Role Description

Trustee with strategic international fundraising expertise

About us

Family for Every Child (Family) is a global alliance of national civil society organisations (members) working together to improve the life of vulnerable children worldwide. We currently have 34 member organisations in 31 countries around the world, and aim to grow this to 40-50 members by 2020.

Across the world, millions of boys and girls are exposed to the risk of exploitation, trafficking, child labour, early marriage and other forms of physical, sexual and emotional abuse. At Family, we believe that, to reach their full potential, every child has the right to grow up in a safe family environment.

What makes our alliance unique is that it brings together grassroots organisations from around the world that have a deep understanding of the local challenges and needs of children and families in their communities, in their countries, in their culture. Together, we have a stronger international, regional and national voice to advocate for change for the children in their countries, we learn from each other, we cooperate in projects together and with external partners, and we carry out context-based research that helps us advance our cause for children.

Family for Every Child is a UK registered charity. We have over 13,000 existing supporters in the UK and also have fundraising subsidiaries in New Zealand and the US: Family for Every Child New Zealand and Family Alliance. Family NZ was registered in 2017 with the main purpose of establishing a new individual giving programme. To date, we have acquired over 2,000 new supporters in NZ. We are currently looking to develop high value fundraising in the US.

For more information about our work and our members, please see our website:
<https://familyforeverychild.org>

About the role

Our Board is made up of elected trustees from our membership, and co-opted trustees, who bring complementary skills to ensure a complete skill-set on the Board. We are now looking for a co-opted trustee with strategic international fundraising expertise, someone who can support the Board and Secretariat to make decisions in the best interests of Family, and who can help open doors to prospects around the world. If possible we would like the trustee to also sit on the board of our fundraising subsidiary in New Zealand, in order to provide a link between the two boards (subsidiary Board meetings are currently held virtually and we are not anticipating any travel at this stage).

Person specification:

We are looking for someone with the following experience and capability:



- Willingness and ability to network and help open doors to prospects and donors
- Expertise in fundraising at a strategic level, including experience of securing grants from major donors and trusts and foundations
- Experience in working in a global context, with a knowledge of the international funding environment, different opportunities and donor markets
- Ability to advise the Board and Secretariat on our global funding strategy
- Willingness to represent Family at networking and profile raising events
- Understanding of international development work and working in a global organisation

All trustees need to have the following:

- Understanding, or commitment to acquire an understanding, of the legal duties, responsibilities and liabilities of trustees. Acceptance of these duties, responsibilities and liabilities, and a commitment to operate within them
- Good, independent judgment and the ability to operate at a strategic level
- An ability and willingness to work as a member of a team and to support management
- Understanding and empathy with Family for Every Child's vision, mission, values and beliefs
- Understanding of being part of a network and working in a network or a decentralised organisation
- Understanding of working within a member-governed Board
- An interest in understanding the issues Family is seeking to address and the impact we aim to achieve.
- Willingness to adhere to the Board Code of Conduct

Experience of working with or on a Board, whilst desirable, is not an essential requirement for trustees.

Statutory duties:

- To ensure that Family for Every Child complies with its governing document, charity law, company law and any other relevant legislation or regulations of a UK registered charity
- To ensure that the organisation pursues its objects as defined in its Articles of Association, and that it uses its resources exclusively in pursuance of its objects
- To ensure that the organisation operates within the parameters laid down by the members in the Governance Manual
- To contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets. In doing so, to ensure that the Board has taken account of input from the membership
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure proper investment of funds
- To monitor the performance of the Chief Executive

- To represent the organisation externally

Other duties:

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This includes:

- Scrutinising Board and committee papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Time commitment:

It is anticipated that there will be four Board meetings a year:

- Two face to face Board meetings each year in March and September, lasting one day each. The March meeting is usually in or near London. The location of September meeting varies and in 2018 is in Istanbul.
- Two virtual Board meetings lasting two hours each (usually in June and December)

In addition:

- Two Board Development sessions, lasting 3-4 hours each. These are held at the same time as face to face Board meetings.
- Participation in the Finance & HR Board committee. The committee holds four virtual meetings per year, lasting 1-2 hours each.
- Ideally to also sit on the Board of our fundraising subsidiary in New Zealand, to provide a link between the two Boards. This Board holds four 1-hour virtual Board meetings per year.
- Trustees may also be requested to provide support and guidance to the CEO and other Secretariat staff between meetings.

How to apply

If you are interested and feel that you can contribute to our mission, please email your CV and a letter explaining why you would like to join the Board of Family for Every Child and what skills you would bring, to katherine.jacob@familyforeverychild.org, by 5 August 2018.