

Centre for ADHD & Autism Support (CAAS) is looking for a Fundraising and Marketing Trustee – could it be you?

About CAAS

From working in the field for 25 years, personal experience of staff, and through talking and listening to ADHD/autistic people we have an in-depth understanding of the needs of our clients and how to support them. 50% of our Trustee Board are family members of ADHD/autistic individuals. All three members of our Senior Leadership Team, and 70% of our staff team are parents/partners of ADHD/autistic individuals or neurodivergent themselves.

Our support services encompass education, benefits, parenting and care advice with signposting to other agencies if appropriate. We also offer specialised parenting courses, workshops and training.

For more details visit our website: <https://www.adhdandautism.org>

You will join a committed Board of Trustees, working closely with the Senior Leadership Team.

What's involved in being a Marketing and Fundraising Trustee?

We want to ensure that people are able to fully engage with our mission. Innovative thinking is at the heart and we are looking for dynamic individuals who will challenge, help shape the future and support the delivery of the organisation.

To that end, we are looking to appoint a trustee with experience in marketing and fundraising. This role will be at the centre of ensuring that our charity reaches the right audiences, ensuring we make a positive difference.

How much time would you need to give?

CAAS Trustees meet as a board 6 times a year (usually on a Wednesday evening from 7.30-9.30pm). Currently meetings are happening online via Zoom. They also attend the Annual General Meeting and have the opportunity to be involved in other activities such as fundraising events or staff activities such as our Christmas meal.

How are Trustees selected?

CAAS recruit Trustees through the submission of a CV and covering letter followed by an interview with the Senior Leadership and Chair. Candidates will then be invited to meet the existing Board of Trustees prior to being selected for the role. On joining the organisation new trustees can expect to be properly inducted and supported in their role by existing trustees and senior managers in the organisation. All new trustees will be subject to a basic DBS.

The statutory duties of a Trustee

Anyone who is a trustee is bound by some core responsibilities which can be summarised as follows:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- 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 charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

To know more about the role of a charity trustee please visit here <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Specific Marketing and Fundraising tasks

- Contribute to a marketing and communications strategy that will allow the organisation to cultivate and enhance meaningful relationships with targeted, level external audiences including the media and funders.
- Work with the trustees and staff to recognise external communications opportunities and solutions.
- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways..
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets with real insight.

Trustee person specification

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Marketing and Fundraising Person Specification

- Successful track record in marketing and / or fundraising.
- Excellent networking skills, influencing and communication skills.
Strategic vision in relation to the charity's objects and aims.

Desirable

- Experience of diverse fundraising practices, including statutory funds, corporate and philanthropic giving would be valuable.
- Knowledge of digital or social media.

What to do if you are interested in becoming our Marketing and Fundraising Trustee?

If you would like to initially talk informally about the role then please contact Lynne Laverty, Managing Director (Autism) on autism@adhdandautism.org.

If after speaking to our Lynne you are interested in being considered for the role then you can apply to join the board by sending your C.V. and a letter setting out your skills and experience relevant to the role, and saying why you are interested in joining our Board of Trustees to autism@adhdandautism.org.

You will then be invited to an informal meeting. This meeting will enable both you and us to find out more about each other, and help both parties determine whether they are keen to continue with the process. Following a positive outcome to this meeting, you will then be invited to a Board of Trustees meeting, to meet the rest of the Board and they will vote on your joining.

The closing date for applications is October 31st. The vacancy will be closed before this date should sufficient quality applications have been received.