



TRUSTEE PROFILE

Role:	Trustee and Member of Fundraising & Communications Committee Date profile last reviewed: 27 January 2021
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Main Summary of the Role:

The Royal Air Force Benevolent Fund is the Royal Air Force's leading welfare charity; the Fund provides support to members of the RAF Family (both serving and retired, and their dependants) who are in need. The range of support that the Fund offers is holistic and person-centred, with the primary aim of reducing or removing any adversity that is being experienced.

Against the backdrop of a Fund strategy that will need to evolve in response to the significant challenges of the external environment, we are looking for a trustee to join our Board of Trustees and Fundraising & Communications Committee.

Applicants will be interested in our work and have a relevant background (such as having held a director level fundraising position in a national charity). They should be willing and able to work collaboratively with other members of the Board to provide high-level strategic guidance and governance oversight for the Fund's Senior Management Team, as the Fund works to implement its post-COVID 'stabilise and adjust' strategy whilst developing a new long-term strategic direction.

Applicants do not need to have a military or military charity background but must have empathy for what the Royal Air Force and the charitable sector stands for. The Fund's most recent annual review is available on our website at www.rafbf.org.

About the Board:

The Board of Trustees is comprised of between 10 and 15 members. It ordinarily meets at the Fund's Head Office in London four times per year, with an away-day (usually at an RAF Station) in spring. Meetings may be held virtually as dictated by circumstance. Trustees are elected for four-year terms, with the possibility of being re-elected for a second four-year term. Appropriate on-boarding and training will be provided, commensurate with the experience of the individual selected.

About the Fundraising & Communications Committee:

The Fundraising & Communications Committee (which meets four times a year in addition to main Board meetings), comprised of at least 3 members, is a sub-committee of the Board of Trustees whose role is to advise and make recommendations to the Fund's Executive and the Board on all matters relating to:

- The effectiveness and efficiency of the Fund's fundraising, marketing and communications activities; and
- Fundraising strategy and policy, including principles and code of conduct, targets and budgets.

The Committee has executive powers in relation to ensuring the Fund adheres to all current fundraising legislation, adopts the appropriate fundraising standards and follows the regulator's code of practice.

KEY RESPONSIBILITIES:

- Act in the best interests of the charity; promoting its values and upholding its reputation.
- Ensure that the Charity acts in accordance with the Royal Charter and Bye-Laws, charity law and all other relevant law and regulations.
- Pursue the objects for which the Charity is established, subject to the provisions of the Charity's Royal Charter and Bye-Laws, as effectively and efficiently as possible.
- Ensure that the Charity applies its resources exclusively in pursuance of its objects.
- Attend and participate constructively in Board and Committee meetings.
- Utilise your knowledge, skills and experience to provide high-level strategic guidance and oversight for the Charity.
- Represent the Charity and advocate for the interests of the Charity through your networks.
- Work as part of a team with the other Trustees; whilst bringing your own ideas, perspectives and experiences to discussions.
- Read Board and Committee papers in advance of meetings and contribute to the decision-making process of the Board / Committee.
- Work with the Board and Senior Management Team to agree strategic priorities and approve business plans and budgets.
- Be aware of and oversee the management of strategic risks within the Charity.

In becoming a Trustee, the following general responsibilities are expected:

- Ensure the organisation applies its resources exclusively in pursuing its objectives.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation declare any conflict of interest while carrying out the duties of a Trustee.

- Be collectively responsible for the actions of the Charity and other Trustees.
- Oversee the effective and efficient administration of the Charity.
- Ensure the financial stability of the Charity and the proper investment of its funds.
- Protect and manage the property of the Charity.
- Attend sub-committee meetings as appropriate (in this case, those of the Fundraising & Communications Committee).
- Participate in other tasks as arise from time to time, such as attending Fund events, networking and helping with fundraising.
- Keep informed about the activities of the Charity and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees to reach sound decisions.

This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the organisation's work in which the Trustee has special expertise.

COMPETENCIES REQUIRED FOR THE ROLE

- Essential
- Deciding and Initiating Action
 - Working with People
 - Relating and Networking
 - Persuading and Influencing
 - Adapting and Responding to Change
 - Analysing

- Desirable
- Entrepreneurial and Commercial thinking

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic/Professional Qualification(s) or equivalent:

- Essential
- Degree level education or equivalent

- Desirable
- Member of the Chartered Institute of Fundraising



Knowledge/ Experience:

Essential

- Held director level fundraising role(s) at a national charity or charities'
- Detailed understanding of Return on Investment and other fundraising performance metrics
- Experience of driving innovation in fundraising
- Knowledge of UK Charity law and regulations, including those pertaining to fundraising in particular

Desirable

- Experience in leading a multichannel individual-giving function
- Experience in developing and implementing digital fundraising strategy
- Connection to/knowledge of RAF
- Experience in developing and managing multichannel marketing/communications campaigns
- Prior Board or Committee level experience at a Charity

Skills/Abilities:

Essential

- Ability to represent fundraising profession and best practice at Board level
- Ability to offer insight to inform fundraising investment decisions
- Confidence in networking within and outside own peer group
- Confidence in "making the ask" of contacts
- A demonstrable commitment to diversity, equality and inclusion

Desirable

- Able to introduce prospective new donors and funders to the Fund through own network in philanthropy and/or trusts donor space

Other Requirements:

- Attendance at additional Extraordinary Board meetings as required.

Signature

I confirm this job profile has been approved by the Standing Nominations Committee and accurately reflects the responsibilities of the role.

Senior Independent Trustee's Signature:

NAME:

Date: