



Summary

Sturge Weber UK charity is run by volunteers who strive to support the members of the charity and improve the care and quality of life of people living with Sturge Weber Syndrome. Living with Sturge Weber Syndrome is a lifelong journey, not only for the person affected with it but their caregivers also. We are motivated to support our members in advocating for themselves and supporting parents in advocating for their children

The statutory duties of a trustee

The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

In addition to the responsibilities of a Trustee, duties of the Fundraising Trustee include the following:

- To lead and co-ordinate whole charity fundraising events throughout the year
- Work to annual targets in line with financial budget
- Support all Fundraisers
- Lead in actively seeking grants for the benefit of the charity's aims and present this information for discussion at meetings.
- Support regarding social media posts
- Engage with members
- Administration duties
- Work alongside the Treasurer
- Run charity campaigns
- Project management
- Send thank you letters to all fundraisers
- Any other related duties the charity may require you to do

Accountability

The post-holder will be accountable to the Chair and Board of Trustees.

Person Specification

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience and personal qualities.

Essential:

Availability to volunteer 2+ hours weekly

Ability to work effectively as a member of a team

Experience of a good knowledge of fundraising.

Effective administrative and organisational skills.

Ability to communicate clearly and effectively with different audiences.

Ability to motivate, empower and successfully engage with people.

Ability to manage own work performance effectively.

Availability to attend face to face meetings and meetings over Zoom

Willingness to travel in accordance with the requirements of this post.

Desirable:

Knowledge of Sturge Weber Syndrome