

## Job Specification

**Title:** Trustee with Fundraising experience - Bridport Area Development Trust

**Location:** Bridport and able to work from home

**Reporting to:** Chair

## Introduction

The Bridport Area Development Trust (BADT) is a registered charity and company limited by guarantee established in 2009, run mainly by 8 Volunteer Trustees and our mission statement explains the purpose of the Trust and what we are trying to achieve.

**'The Bridport Area Development Trust works in partnership to identify, plan and deliver projects that meet local need and provide long term economic and community benefit to the town and beyond.'**

The Trust's two main projects to date are the Literary and Scientific Institute Building in Bridport and the West Bay Discovery Centre. The Memorandum and Articles commit BADT to 'regeneration by a wide variety of means and building preservation is only one of these'.

The Trust is prepared to consider any project in Bridport and its surrounding parishes that has a regenerative benefit especially if they are of an economic and/or educational nature but one key criteria for BADT support is that of sustainability.

## Responsibilities:

Identifying and pursuing opportunities to obtain funding from businesses, local authorities, trusts and individuals.

Organising and helping with fundraising activities such as sponsorship and promotional events and creating a fundraising page.

Targeting the most appropriate funding sources, planning donation campaigns and events; liaising closely with the Trustee responsible for Communications.

Writing reports for the Chair and Fellow Trustees, working to come up with new ways to acquire funding – through events, online advertising, or legacy-giving campaigns.

## Your Profile:

You are seeking an opportunity to give something back and use your already developed fundraising skills in a voluntary role for a small charity.

Or looking to gain relevant experience in a volunteer role with a view to pursuing a full-time fundraising career in the Third sector.

## Additional information:

Term of Office: The Chair and Board members will serve an initial three-year term and be eligible for re-appointment for an additional term.

Time commitment: There are at least four Board meetings per year and an AGM.

The Company Secretary has no powers in law but can sign most of the forms prescribed under the Companies Act.

## Person Specification:

- Good communications and IT skills.
- Well organised with an eye for detail.
- Understanding the role and responsibilities of the Board/Committee.

- Knowledge of or a willingness to gain knowledge of the general principles involved in being a Trustee would be helpful.

**Remuneration:**

**This is a voluntary position and therefore unremunerated but travel expenses of 40p per mile are available to attend meetings in Bridport if required.**

**Signed**

**5 February 2023**