



Hours: 12 days per annum

Location: Birmingham and Walsall

Remuneration: Voluntary

Board Director - Fundraising

Background

Open Lens Media is a Youth Training and Development Community Interest Company providing engagement and employability training programmes, projects and workshops that support young people in accessing further opportunities in education, employment, training and entrepreneurial ventures. We achieve this by using Media Production, Digital and Communication Skills as engagement tools to develop young people's confidence, social communication and wider transferable skills.

Open Lens Media specialises in working closely with children and young people aged 11-15 and 16-29 stemming from underrepresented communities and hard to reach backgrounds and our mission is to create and provide innovative and interactive learning tools, within safe and fun environments that engage young people and encourage them to develop their personal, professional and academic skills.

Role Description

The Director with responsibility for Fundraising is a voluntary role and is a member of the OLM Board of Directors.

This is a key role for the organisation as we seek to enhance and diversify our income streams, ensuring that we can continue to expand our work with young people in the local community and beyond. The Director appointed will have relevant fundraising experience in the charity sector, understand the importance of partnership working and knowledge of a range of fundraising processes including grant making bodies.

This role can be structured to fit the circumstances of the Director but there are certain core responsibilities which lie with the role, these are set out below.

Core responsibilities:

1. To provide support and guidance to the board and staff team on all fundraising processes and decisions, ensuring that OLM's financial resources meet present and future needs
2. To oversee the development and implementation of the Fundraising Strategy to enable OLM to effectively meet its fundraising goals.
3. To contribute to the development and systematic review of the Strategic Plan
4. To ensure appropriate policies and procedures are in place to monitor funds/grants and report as required to the fundraising bodies.



5. To contribute to the preparation of the annual budgets, accounts and financial reports.
6. To support the management of the relationship with funding partners and key stakeholders
7. To participate in strategy and vision days as a member of the board
8. To undertake all the duties and responsibilities of any other OLM Board Director

The Board meets up to six times per year (usually in the evening). Allowing time for specific fundraising meetings, OLM related events and other duties, it is estimated that this role will take about 12 days per year.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
- is an undischarged bankrupt.
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.
- is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

Person Specification - The person appointed will:

1. Be able to relate to OLM's Vision, Values and Strategy.
2. Ideally have a grasp of charity law and the requirements of a company and/or seek advice where necessary.
3. Have up to date knowledge of the Fundraising Regulator Code of Practice
4. Display an interest in and able to advise on the new fundraising opportunities and what's happening in the third sector.
5. Display an understanding of fundraising via digital marketing, websites, social media and third-party fundraising platforms
6. Be able to advise on fundraising content, messages and materials
7. Have knowledge of General Data Protection Regulation (GDPR) principles
8. Be a team player, able to work closely with others, and a good communicator.
9. Be resilient with strong interpersonal, influencing and persuading skills
10. Display a proactive attitude, drive and enthusiasm to support projects to conclusion
11. In conjunction with the CEO the Director with responsibility for fundraising will agree any training/ support needs which s/he requires to fulfil the role.

The person appointed will be willing to give at least **12** days per year to this role and be willing to offer at least two years' service initially and also be open to continuing in the role for as long as they are able and have the support of the Board of Directors.

Closing Date: 27th April 2022

For further information please email info@openlensmedia.co.uk to request our Directors Brochure. To apply please email your CV and Covering letter to daina@openlensmedia.co.uk