

## **Trustee with Fundraising Expertise – Universities Federation for Animal Welfare and Humane Slaughter Association**

Remuneration:	Unremunerated (travel and associated expenses will be reimbursed)
Location:	Wheathampstead, Hertfordshire, UK (some meetings are held on-line and some in central London)
Time commitment:	Typically, 4 Board meetings per year plus preparatory work, participation in sub-committees and task and finish groups.
Reporting to:	Board of Trustees / Chair of Trustees

## Welcome from the Chair

Welcome, thank you for your interest in the role of Trustee at the Universities Federation for Animal Welfare (UFAW) and the Humane Slaughter Association (HSA). Both charities make a real difference to animal welfare through their evidence-based, scientific approaches to understanding and improving the welfare of all animals. To keep achieving real change for animals we need to ensure the long-term sustainability of the two charities by improving our fundraising performance, and we are seeking a trustee with fundraising experience to help us achieve this.

The Charities are currently chaired by myself and have a trustee body which normally comprises 12 trustees. You can see the list of current trustees at [www.ufaw.org.uk/about-ufaw/our-governance-trustees](http://www.ufaw.org.uk/about-ufaw/our-governance-trustees)


The Charities are over-reliant upon legacy income and urgently need to diversify their fundraising activities. As such we are seeking someone who can provide advice and guidance to the board and Senior Management Team on fundraising. We are currently beginning the process of reviewing and revitalising our fundraising strategy, and the new trustee will work with us on the review and the implementation of its recommendations.

This role is an excellent opportunity for a person with significant expertise in charity fundraising, ideally including corporate and major donor fundraising, to contribute to the growth of two important animal welfare charities which make an enormous difference to the lives of millions of animals. As membership organisations we would also greatly value the expertise of a trustee with experience of growing and developing such organisations.

We would encourage applications from potential trustees who will increase or maintain the diversity on our board. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME) and/or Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates as stakeholders who have traditionally been under-represented on our board. Furthermore, we are keen to encourage applications from people at earlier stages in their careers.

The vacancy represents an excellent opportunity for the right person to apply their expertise and to gain further experience of serving on the board of the two charities and could be ideally suited to a charity fundraiser wishing to gain experience at board level. Please do not hesitate to contact myself or the Chief Executive if you require any further information or would like to have an informal chat about the vacancy.

Yours Sincerely,



Mike Radford, Chair

## **The organisations:**

Since 1987 Council Members and Trustees of the Universities Federation for Animal Welfare (UFAW) have also been the Trustees of the Humane Slaughter Association (HSA) which is a Charitable Incorporated Organisation. Some staff members are shared between the two organisations and they also share office space. However, HSA and UFAW are financially independent.

### **Universities Federation for Animal Welfare**

#### ***Science in the service of animal welfare***



Registered Charity No 207996 (Registered in England) and Company Limited by Guarantee No 579991

The [Universities Federation for Animal Welfare](http://www.ufaw.org.uk) (UFAW) is an international independent scientific and educational animal welfare charity. UFAW's vision is a world where the welfare of every animal affected by humans is maximised through a scientific understanding of their needs and how to meet them. UFAW promotes an evidence-based approach to animal welfare by funding scientific research, supporting the careers of animal welfare scientists and by disseminating animal welfare science knowledge both to experts and the wider public. UFAW's work relies on the support of members, subscribers, and donors.

[www.ufaw.org.uk/our-work/ufaws-work](http://www.ufaw.org.uk/our-work/ufaws-work)

and our staff here: [www.ufaw.org.uk/about-ufaw/our-staff](http://www.ufaw.org.uk/about-ufaw/our-staff)

### **Humane Slaughter Association**

#### ***Caring Beyond the Farm Gate***

Registered Charity No 1159690 (Charitable Incorporated Organization)



**Humane Slaughter Association**

The [HSA](http://www.hsa.org.uk) is a charity recognised internationally for promoting scientific, technical and educational advances towards improving the welfare of food animals worldwide at slaughter, killing, marketing and transport. The HSA has gained an international reputation for being a knowledgeable and practical organisation, with a sound understanding of livestock and livestock handling. The HSA is respected for its focus on science-based solutions and the support it has given to scientific and technical development in its field. We work around the world to promote the humane treatment of animals and have specific programmes to promote humane slaughter and transport of animals in China and Africa.

Learn more about our work here: [www.hsa.org.uk/about/about](http://www.hsa.org.uk/about/about)

Our staff: [www.hsa.org.uk/about/hsa-staff](http://www.hsa.org.uk/about/hsa-staff)

## **The Role**

### **Person Specification**

#### Required

- An understanding of and commitment to the objectives of the two organisations.
- Experience/knowledge of fundraising for charitable causes.
- Experience of the development of fundraising strategies.
- Familiarity with legacy fundraising.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.

#### Desirable

- Experience of successful major donor and/or corporate fundraising.
- Experience of recruiting and managing fundraising staff.
- Successful experience of operating within a board in a charitable, public sector or commercial organisation.
- Experience of fundraising for animal welfare or scientific/medical causes.
- Experience of membership organisations.

#### Equality and Diversity

We are keen to represent all of our stakeholders on our board and to maintain a diverse and inclusive trustee body. As such, we would encourage applications from potential trustees who will increase or maintain the diversity on our board. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME) and/or Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates as stakeholders who have traditionally been under-represented on our board. In addition, this position could be an excellent opportunity for someone at a relatively early stage in their career to gain experience of serving on a board.

#### **Specific Responsibilities of the Fundraising Trustee:**

- Assist with the development of the fundraising strategy for the organisations.
- Help the charities diversify their income streams to safeguard their long-term sustainability.
- Provide strategic support for the UFAW/HSA executive, particularly the fundraising staff and the Senior Management Team.
- Advise on campaigns and events designed to raise funds from our supporters/members.
- Help raise the profile of UFAW and the HSA.
- Act as an ambassador for UFAW and the HSA, representing the charity at key meetings and facilitating networking opportunities with potential donors.
- Be an active champion of the organisations.
- Ensure we follow best practice and comply with all legal duties in our fundraising and related activities.

In addition to these specific activities, all charity trustees have statutory duties.

#### **The statutory duties of a trustee are:**

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.

- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 organisation and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

### **Time Commitment**

The trustees typically meet four times per year in person, meetings usually last about half a day. One meeting typically involves an overnight stay and afternoon strategy discussion session as well as the main trustee meeting the following day. Meetings are held in person, usually at our offices in Hertfordshire. During the Covid-19 pandemic meetings are held virtually, but we envisage a return to face-to-face meetings when conditions permit. Trustees are normally expected to attend meetings in person wherever possible.

Preparation work prior to board meetings is required so that members are fully apprised of the matters to be discussed etc. Trustees also often serve on sub-committees and task and finish groups, requiring additional time commitments.

Trustees are also encouraged to attend UFAW/HSA events to enhance their understanding of the charities' activities.

There is a fundraising sub-committee which aims to meet (often virtually) several times per year of which the trustee would be expected to become a key member. We would also hope that the trustee would offer direct guidance and mentorship to our staff who play a role in fundraising, and to the Chief Executive Officer who is seeking to play a significant role in identifying and engaging with major donors and corporate donors.

### **How to apply**

Interested candidates are asked to supply:

- A current comprehensive CV.
- A supporting statement that illustrates your motivation for applying for this role and how you feel your skills and experience match the requirements of it, directly addressing the person specification. This should be no longer than two pages.
- Please also complete an equalities monitoring form (the information provided on this form will not be used in the selection of candidates).

If you would like to arrange an informal discussion about the role and the organisations, please contact the Chief Executive, Huw Golledge – [golledge@ufaw.org.uk](mailto:golledge@ufaw.org.uk) who will be happy to speak to you and also to arrange a discussion with the Chair of Trustees.

Applications and supporting documents should be submitted to [moorman@ufaw.org.uk](mailto:moorman@ufaw.org.uk) by the deadline **Monday 23rd May 2022**.

### **Selection process.**

Shortlisted candidates will be invited to attend an online interview with the CEO, chair and another trustee. We plan to hold online interviews during the week of 6<sup>th</sup> June.

Thank you for your interest in UFAW/HSA.