

## ROLE DESCRIPTION

### TRUSTEE - FUNDRAISING

#### JIGSAW TRUST IS SEEKING A FUNDRAISING TRUSTEE TO JOIN THE BOARD OF TRUSTEES

#### ABOUT JIGSAW TRUST

The aim of the Trust is to improve the lives of autistic children and adults through the provision of high quality, accessible, educational, vocational and wellbeing services.

Jigsaw Trust is a registered charity established in 1999. It opened Jigsaw School in the same year and now has provision for 68 pupils aged between 4 and 19 years old. The School is proud to be rated as 'Outstanding' by Ofsted (2010, 2013, 2016 and 2019) and has one of the country's leading experts in CABAS® as its Director of Education.

In 2012, JigsawPlus was established providing a specialist day provision to support adults with autism and related disabilities from the age of 18+. Its Centre for Lifelong Learning was officially opened in April 2013 and in 2018, following a capital fundraising campaign, it moved into a purpose built facility on Dunsfold Park.

In 2013 the Trust opened its first social enterprise **Café on the Park** providing adults and young people with a variety of work experience and volunteering opportunities tailored to their individual abilities and tolerances. This was followed by the setting up of **Jigsaw GARDENworks** a horticultural enterprise enabling learners of all ages to embark on a range of gardening and outdoor activities.

#### WHY BECOME A FUNDRAISING TRUSTEE?

The Trust is seeking a proactive individual with expertise in income generation and strategic fundraising development. The role will support the CEO to build a strong fundraising strategy and significantly grow income over the next 3 years, as well as build and maintain a network of volunteer fundraisers and assist in reaching the Trust's fundraising target.

#### PERSON SPECIFICATION

For this valuable role, the ideal candidate for our Board of Trustees will be an individual who can embody Jigsaw's values and set the tone for our public image. Ideally, you will have experience and skills in these areas:

- An understanding of the charity sector and a strong commitment to its principles
- High-level understanding of fundraising and funders (corporate, trust, individuals, community etc)
- Confident public speaker and ambassador who is able to advise on potential partners, conflicts of interest and funders
- Excellent communicator who is comfortable working with people of all levels and backgrounds
- Previous experience of serving as a trustee of a UK registered charity (not essential)

## DUTIES

As a member of the Board of Trustees, your duties will include

- Being an active member of the Trustee Board in exercising its responsibilities and functions
- Attending quarterly meetings of Trustees
- Contributing specific skills within the field of fundraising, interests and contacts to support the Jigsaw Trust
- Monitoring Jigsaw Trust's fundraising activities and advising on matters relating to Fundraising Compliance
- Promoting Jigsaw Trust to as wide an audience of donors and beneficiaries as possible

## APPLICATION PROCESS

To find out more please contact Naomi Chaning Pearce on 01483 277366. To apply please submit your interest along with a CV to [clerk@jigsawtrust.co.uk](mailto:clerk@jigsawtrust.co.uk)

**It is a criminal offence to act as a Trustee if you have been disqualified from acting as a Trustee by the Charity Commission under Charities (Protection and Social Investment) Act 2016. All successful applicants will be required to confirm that these disqualification criteria do not apply to them and will also be subject to an enhanced disclosure from the Disclosure and Barring service (DBS).**

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. WE EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.**