

Join us for an exciting opportunity to make a difference...

If you are an experienced fundraiser, we need your help. This is a volunteer position, and we can guarantee you satisfaction, enjoyment, and the opportunity to help make a real difference to the mental health of people within Bedfordshire, Luton, and Milton Keynes.

1 Role Summary

You will take the lead at Board level on fundraising, whilst ensuring that the collective responsibility of the Board of Trustees for the fundraising governance is maintained.

- To assist the Board of Trustees of Mind BLMK in developing a comprehensive fundraising strategy for the charity.
- To guide, support, and challenge the Fundraising & Engagement Manager.
- To report to the Trustees on a quarterly basis giving an update on fundraising achievements, plans, and progress.
- To ensure fundraising is of the highest standard and priority within a robust governance framework that complies with all relevant legislation.

2 Key responsibilities and accountabilities

All Trustees have the following responsibilities, namely to:

- Contribute to the Board's role in giving strategic direction to Mind BLMK, setting overall strategy and policy, setting targets and evaluating performance against agreed targets.
- Ensure the financial stability of Mind BLMK and the proper investment of the charity's funds.
- Ensure Mind BLMK applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of Mind BLMK.
- Safeguard the good name and values of Mind BLMK.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of Mind BLMK and other Trustees.
- Participate in such other tasks as arise from time to time, such as interviewing new staff.
- Attend meetings and sub-committee meetings as appropriate and read papers in preparation for meetings.
- Keep informed about the activities of Mind BLMK and wider issues which affect its work.
- Use any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested

by the Board on new initiatives, or other issues, to the area of Mind BLMK's work in which the Trustee has special expertise.

3 Main Responsibilities of the Fundraising Trustee

In addition to these generic duties and responsibilities, the specific responsibilities of the Fundraising Trustee will include the following:

- Bring overall leadership and drive to ensure the development of the overall governance of Mind BLMK's Fundraising and Communications functions, working closely with the Chief Executive and the Fundraising & Engagement Manager.
- To advise on the right breadth and depth of fundraising and communications skills within Mind BLMK and the right networks, in order that the charity is in the best possible position to develop and deliver high quality strategies in fundraising, marketing and communications.
- Strategically assess where fundraising fits into Mind BLMK's overall strategy and work with the other Trustees to ensure effective income generation is being achieved.
- Contribute knowledge of fundraising techniques, best practice, and strategies.
- Assess risks in new fundraising directions, alerting the Board of Trustees in a timely manner - as and when necessary - of any key concerns.
- On an ad hoc basis, to work with the Chief Executive and the Fundraising & Engagement Manager, outside of the Trustee meetings, to support and develop the fundraising strategy.

4 Required Experience & Characteristics

4.1 Essential

- Substantial experience as a senior charity fundraiser with a proven track record of success in charity fundraising at strategic and operational levels.
- Experience of diverse income generation practices – individual giving, corporate and philanthropic giving, and trusts and foundations would be valuable.
- Sound, independent judgement and ability to think creatively.

4.2 Desirable

- An understanding of the UK grant and contract sector
- Experience in financial management and digital or social media
- Experience of charity law and governance

5 Time Commitment

In addition to promoting fundraising within Mind BLMK, you will be required to attend a minimum of four Trustee board meetings annually, held at Mind BLMK's head office in Flitwick in Bedfordshire, as well as the meetings of the Business Development & Finance Committee, which are currently being held remotely via Teams.

6 About Mind BLMK

Mind BLMK works across our communities to support positive mental health and wellbeing. Working closely with a range of partners, we offer a number of activities from our wellbeing centres and local venues to make a difference to the mental health and wellbeing of people in Bedfordshire, Luton and Milton Keynes, and our aim is to make sure that no-one has to face a mental health problem alone.

Our vision and values are at the heart of all we do – Mind BLMK is part of the communities in which we work, and it is important to us that we take this responsibility on board. 1 in 4 people will experience a mental health issue each year, with 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week. The impact is felt even more widely – most people will know someone who has needed a hand at some point, be that a family member, friend, colleague, neighbour, student. Mental health is something we all have and Mind BLMK aims to ensure that everyone can get support when they need it.

We are governed by a Board of Trustees and our governing document which is registered with the Charity Commission. We have achieved the highest level (Level 3) rating from National Mind for our quality standards, are a recognised Disability Confident Employer and hold quality marks for a number of our services.

To find out more about how we are changing the lives of people within our community and our impact in 2025, click [Mind BLMK Impact Report - 2025](#)

For an informal chat about this role please contact our CEO, Caroline Lewis, at caroline.lewis@mind-blmk.org.uk