



Role Description

Trustee - Corporate & Major Donor

Role: To be a main driver pressing IRMO to realise opportunities for its projects and services; and to fulfil its objectives to the organisation's users, staff, volunteers, funders and the wider community.

Term: Minimum commitment of one year; maximum term of five years

About IRMO

IRMO is a community-led organisation that provides Latin Americans (and Spanish and Portuguese speakers more widely) with tools and information in an empowering process to build secure, independent and integrated lives in the UK using a rights-based approach. We do this through a flexible and comprehensive approach addressing a wide range of needs at a number of levels. Our work with the community spans three main areas • Education, training and employment • Advice • Children, Young people and families. Building on over three decades' experience, we aim to build a stronger and more resilient community.

Being a Trustee

IRMO's Board of Trustees is made up of six to nine Trustees, who work together to ensure the charity is run properly. As a trustee you will have the opportunity to support IRMO's strategic development, make decisions about what the charity will do, and oversee its finances. Trustees meet every six to eight weeks (usually in the evenings) and are asked to commit an additional eight to ten hours between meetings to follow up on actions, provide advice, and input into strategic documents/areas of work relevant to their areas of expertise.

Specific responsibilities

Fundraising – Corporate & Major Donor

- Oversee IRMO's Corporate and Major Donor Fundraising strategy on behalf of the board, identifying key actions that will better position IRMO to harness financial resources
- Ensure that IRMO fundraises legally, responsibly and effectively, in line with fundraising standards and regulations, the values and culture of our organisation, and the General Data Protection Regulations (GDPR)

Indoamerican Refugee and Migrant Organisation
Unit 8, Warwick House, Overton Road, Brixton, London SW9 7JP
020 77339977
mail@irmo.org.uk
www.irmo.org.uk

- Develop the capacity of IRMO's board in Corporate and Major Donor Fundraising
- Facilitate networking and partnerships to support the financial growth and sustainability of the organisation
- Take lead responsibility on behalf of the board for the development of specific relationships/proposals
- Work with senior fundraising staff to ensure effective income generation is being achieved

General responsibilities

Planning

- Approve the organisation's mission statement and review the staff's performance in achieving it
- Annually assess the changing environment, support the development of and approve IRMO's key strategic documents (Business Plan, Fundraising Strategy)
- Annually review and approve IRMO's budget
- Review, update and approve major policies

Organisation

- Recruit, appoint, evaluate, appraise, advise, support, reward and if necessary, change the Director of the organisation
- Regularly discuss with the Director matters that are of concern to them or to the Committee
- Be assured that the organisational strength and staffing is equal to the requirements of the long-range goals
- Approve appropriate salaries, terms and conditions of service for staff
- Annually review the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

Operations

- Review the results achieved by the staff team in relation to IRMO's aims and objectives, as well as annual and long-term goals
- Be certain that IRMO's financial structure is adequate for its current needs and its long-term strategy
- Provide candid and constructive criticism, advice, comments and praise
- Approve major actions of the organisation, such as capital expenditure over authorised limits and major changes in activities and services

Audit

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations
- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation
- Ascertain that the Director has established appropriate policies to define and identify conflicts of interest throughout the organisation and are administering and enforcing those policies
- Appoint independent auditors subject to approval by members
- Review the compliance with relevant laws affecting the organisation

Person specification

- Knowledge of corporate or major donor fundraising
- Personal/professional networks that will enhance IRMO's positioning
- An understanding of the challenges facing small to medium UK charities in maximising income streams & donor cultivation
- A commitment to IRMO's mission, values and vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to work effectively as a member of a team
- Excellent networking skills, influencing and communication skills
- English (essential), Spanish and/or Portuguese skills (preferable)

In addition, you may or may not have one or more of the other skills we are looking for: business planning; HR; monitoring and evaluation; campaigning and community engagement.



Applications

To apply, please send your CV and a covering letter, outlining why you are applying for the role and how your skills, experience and knowledge meet the role described and the specification, to recruitment@irmo.org.uk by the **29st March 2020**.

If you want to discuss your application, please contact Cecilia Lanata Briones, Chair, at cecilia.lanatabriones@irmo.org.uk.

We particularly encourage individuals from Brazil and the wider Latin American community to apply.

Following submission of your application, we will be in touch to let you know if you have been shortlisted to attend an interview. Please note that applications are for *candidates* for our board of trustees only. Should your interview be successful, we will invite you to attend **IRMO's AGM on Saturday 25th April 2020** where IRMO's members will vote to elect candidates to IRMO's board.