



BRIGHTON & HOVE

Independent Mediation Service

BOARD MEMBER / TRUSTEE – COMMUNITY MEDIATION

Role: Board Member (Fundraising)

Reporting To: Board of Trustees

Are you passionate about reducing community conflict? Do you have desire, skills and capacity to help to our small & mighty charity improve its financial administration, assist us in our fundraising efforts, and help us ensure that we continue providing our much-needed services to the local community? If you're skilled in charity fundraising, we would love to hear from you. Previous or current trustee board experience is not essential.

ABOUT US

Brighton and Hove Independent Mediation Service (BHIMS) is a charity that has been working to reduce conflict in the local community for over 30 years. Our core services cover community mediation and conflict coaching in Brighton & Hove, and Lewes areas, while also providing workplace mediation and training services. Operationally, we are run by a small team of paid staff, and our core work is delivered by 50+ volunteer mediators. More about us and how we work, [here](#).

WHAT WE'RE LOOKING FOR

We currently have a very active board of 5 trustees and are looking for additional board members to expand on current skillset and help the charity deliver even better service to our community in a sustainable and optimised way.

Specifically, we need our new board member to help us secure funding for our future. While helpful, previous or current trustee board experience is not essential – while you need to be willing and able to understand and accept the responsibilities of being a trustee, this could be your first board role.

Overall, we are looking for someone who:

- Brings different perspectives, skills and ideas to conversations and decision making
- Shares our vision and values, a strong personal commitment to equity, diversity and inclusion and a real desire to support the local community
- Seeks to collaborate, and thrives working in a team while using impartiality, common sense and independent judgement
- Conducts trustee-related activities at approximately 5 hours per month
- Can attend in-person and/or online monthly meetings and our AGM

WHAT WILL YOU BE DOING

Alongside our existing board members, you will be jointly involved in all board responsibilities,

shaping the future direction of the charity and helping ensure the charity is carrying out its purpose and all resources and funds are used only in furthering its charitable objective. You will be preparing for and attending monthly board meetings, contributing to board discussions and decision making, and assisting in setting the direction for future fundraising efforts.

Working closely with our Chair of Trustees and Treasurer, you will:

- Help us design and oversee our fundraising strategy; setting goals and aligning our fundraising efforts to our needs, the needs of our service users and existing funders
- Further help us shape and develop funding streams to resource service development – as well as source additional funding to support what is already in place
- Support and actively participate in our fundraising efforts, including fundraising campaigns, from overseeing grant writing and submission to donor cultivation and advocacy
- Act as an advocate, clearly articulating the organization's mission, programs, and impact to inspire others to support the cause

SKILLS / EXPERIENCE

As our Fundraising Trustee, you'll need:

- A good understanding of charity landscape, including fundraising and grant opportunities and restrictions, and willingness to expand to areas relevant to our charity
- A strong ability to oversee the writing of compelling grants and fundraising bids
- A “thinking outside the box “approach: what we deliver for our users is vital, but the funding opportunities are few – so on top of helping us keep ongoing funders relationships solid, we’ll need you to be thinking of new ways to help us secure funding going forward
- A tenacious attitude, and a lot of resilience

BENEFITS

By volunteering as a trustee with BHIMS, you will:

- Become part of an energetic board who are passionate about peaceful dispute resolution and making a difference to the lives of those who need it most.
- Have an opportunity to make a lasting difference in the local community, contribute to our city’s vibrant voluntary sector and learn about community mediation / conflict coaching.
- Attend events, hare your knowledge and experience and build new skills and expertise.

Interested? Apply [here](#).

Additional questions? [Email our Chair of Trustees](#).