



BRIGHTON & HOVE

Independent Mediation Service

BOARD MEMBER / TRUSTEE – COMMUNITY MEDIATION

Role: Charity Treasurer

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 and/or finance, 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. As part of Sussex Mediation Alliance, 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.

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 manage financial risks, optimise ways the charity operates and 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 the Chair of Trustees and Finance Officer you will:

- Oversee our charity's financial health and administration, ensuring our strategic objectives and legal / regulatory obligations are met and all financial risks are managed
- Provide guidance on the charity's financial viability and strategy and the financial implications of strategic and operational plans
- Report financial information - budgets, internal management accounts, and annual financial statements - to the board.
- Ensure we maintain proper accounting records and robust financial controls, as required by statutory bodies.
- Lead on the development, implementation and monitoring of financial reserves, cost management, financial and investment activity and policies, ensuring alignment with our aims and legal responsibilities.
- Act as a signatory for banking processes and funding applications.

SKILLS / EXPERIENCE

To have a real impact as a BHIMS Trustee Treasurer, you'll need:

- A strong understanding of sound financial administration and governance in the charity sector
- An ability to communicate clearly and provide financial information in an accessible format for the board.
- An ability to think strategically and exercise independent judgment.
- Strong commitment to the charity's aims and values.

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, share your knowledge and experience and build new skills and expertise.

Interested? Apply [here](#).

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