



## The Military Wives Choirs seeks a Fundraising Trustee

Would you like to make a difference?

The Military Wives Choirs is looking to recruit a trustee with proven fundraising and management experience to join the board of the Military Wives Choirs.

### No Ordinary Charity

The Military Wives Choirs network brings women in the military community closer together through singing. Being part of the network of 72 Military Wives Choirs around the UK and abroad makes a positive difference by improving well-being, building friendships and developing skills. Trustees work to strengthen and sustain our network of choirs for the benefit of generations to come, wherever our Armed Forces and their families are based.

If you have a passion for, and empathise with, our aim to improve the lives of women in the military community through the empowerment of singing, then consider joining the Board of Trustees to help us deliver for our choir members.

### No Ordinary Role

As the Fundraising Trustee with a proven track record in providing strategic leadership and management of fundraising in the voluntary sector, you will join the Board to contribute to ensuring the long-term financial sustainability of the charity through a planned and dynamic approach to fundraising.

### A Simple Process

At this stage we require a copy of your CV and a one-page letter describing your interest in the Military Wives Choirs and what you will bring to the fundraising leadership of the Board.

We will then be in touch to arrange a discussion. Board members are currently required to attend at least six meetings in London per annum, plus relevant committee meetings and sub-groups as required. Opportunity is made for Trustees to attend choir activity to ensure a real understanding of the impacts of the work can be experienced. Reasonable expenses will be paid. Due to the ongoing pandemic, currently all meetings are being held virtually.

For an information pack, please email Melanie Nightingale, at [MNightingale@militarywiveschoirs.org](mailto:MNightingale@militarywiveschoirs.org) and to learn more about the charity visit [www.militarywiveschoirs.org](http://www.militarywiveschoirs.org)



## Fundraising Trustee Role Description

<b>Role Title:</b>	Military Wives Choirs Fundraising Trustee
<b>Role:</b>	To contribute to safeguarding the long-term sustainability of the Military Wives Choirs by providing strategic and practical fundraising leadership for the Board, supporting the Director in delivering the Fundraising and income generation plan.
<b>Background:</b>	A senior Fundraiser with experience of diverse fundraising practices with an understanding of the UK Charity Sector and Fundraising Standards.

## Person Specification

The person specification below sets out the qualities, skills and experience needed by the Military Wives Choirs trustee with special responsibility for Fundraising.

### Essential:

- A minimum of 5 years' experience at a senior level in voluntary fundraising management
- Experience in stewardship of supporters at a high level of influence
- Experience in the creation and delivery of fundraising strategies
- Ability to operate at both the strategic and practical level
- Experience of digital marketing and local fundraising initiatives
- Commitment to and understanding of the vision and values of the Military Wives Choirs
- Integrity and good/independent judgement
- A willingness to devote the necessary time and effort to their duties as Trustee
- Ability to take decisions for the good of the Military Wives Choirs
- Willingness to speak one's mind and listen to the views of others
- An ability to work effectively as a member of a team
- Understanding of the legal responsibilities and liabilities of a Trustee
- A passion for and empathy with our aim to improve lives of women in the military community through singing

### Desirable:

- Knowledge of the armed forces environment
- Experience in financial management and social media

Registered charity in England and Wales (1148302) & Scotland (SC045217) A company limited by guarantee. Registered company in England and Wales (08089745) and a subsidiary of SSAFA, the Armed Forces Charity. Bringing women in the military community together to sing, share and support.

[www.militarywiveschoirs.org](http://www.militarywiveschoirs.org) | Twitter: @MWChoirs | Facebook: Military Wives Choirs | Instagram: @militarywiveschoirs



- Experience within commercial performing arts
- Knowledge of charity law and governance
- An understanding of the charitable or voluntary sector

## Our vision

Our vision is the Military Wives Choirs network will improve the long-term wellbeing and enrich the lives of women within the military community by bringing them closer together through singing.

## Our mission

We provide support, training and other opportunities that will sustain and develop our choir network and the women who sing in our choirs because we believe that we are stronger together.

## Our values

Our values shape our approach to everything that we do. We value:

- Mutuality            Constant support and unspoken understanding
- Openness            Honest, inclusive, equal voice
- Time Out            Creating time to be who you are
- Optimism            Our collective energy creates new opportunities

## Our ethos: Sing, Share, Support

Closely linked to our values, our strategy is underpinned by our ethos of 'sing, share, support'. This phrase encompasses the way in which the whole organisation (Staff, Trustees, Committees and Choir Members) will operate, and helps to tell the outside world what we're about:

**Sing:** We sing great songs that challenge us to be the best we can be. We give performances that make us proud to be the Military Wives Choirs.

**Share:** We enjoy one others' company and feel part of something special. Through having fun, we feel uplifted and happier.

**Support:** We are a team and we help each other to cope. A member of one Military Wives Choir is an equally valued member of all Military Wives Choirs.



## The Trustee Board

- The Military Wives Choirs board can have up to 12 members. Terms of office run for three years and trustees are eligible to stand for two terms.
- Trustees meet six times a year from 1 to 5pm on a weekday at SSAFA Central Office in central London.
- Board meetings are planned one year in advance, and Trustees are expected to attend at least 60% of the meetings in person, the remainder can be done via electronic means.
- The Board has 4 sub-committees: Governance and Policy, Finance, Fundraising and Events and Musical Direction. The Fundraising Trustee is Chair of the Fundraising and Events Committee. Trustees may be asked to participate in an ad-hoc committee or task groups, or to join a standing committee or attend specific meetings on behalf of the Board.
- This is a voluntary role. Reasonable expenses such as travel to meetings will be reimbursed.

## Main Responsibilities of Trustees of MWC are to:

- Commit to ensuring highest standards of governance in policies and practice related to choir member relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- Ensure long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.
- Actively contribute to strategic direction, goal and target setting; policy development, and to evaluate performance against targets, budgets, plans and charitable objectives.
- Monitor the financial position of the charity and its operations within its Articles of Association making sure that there are clear lines of accountability for day-to-day financial management.
- Assess risks and consider the impact of all activities particularly in the light of financial & legal requirements, good practice and impact on choirs and choir ladies.
- Oversee the development and implementation of MWC policies and practices in the context of furthering charitable objectives & evaluating their impact on choir ladies and staff.
- Broaden awareness of the charity's values and priorities; and increase its visibility across a wider audience.
- Advise and challenge as appropriate, on all matters brought to Board meetings.



- Review the performance of the MWC Director, along with the Chair, reward performance accordingly and identify appropriate development opportunities.

### How to apply

If you are interested in being part of this great organisation please email Melanie Nightingale, at [MNightingale@militarywiveschoirs.org](mailto:MNightingale@militarywiveschoirs.org) for further information and to learn more about the charity visit [www.militarywiveschoirs.org](http://www.militarywiveschoirs.org)

Application Closing date: Thursday 11th March 2021

Successful candidates will be invited to an Interview on either:

Tuesday 16th or Wednesday 17th March 2021.

To submit your application please contact Maggie Pedder at:  
[mpedder@militarywiveschoirs.org](mailto:mpedder@militarywiveschoirs.org)





## Further Information

### Our structure and background

The Military Wives Choirs was launched as registered charitable company limited by guarantee in 2012. All the Military Wives Choirs are all under the umbrella of Military Wives Choirs charity.

The Military Wives Choirs are first and foremost a support provision for women in the military community. Our vision is that singing with the Military Wives Choirs can be beneficial for choir members' wellbeing; group singing is now well proven to be good for you. In practice, that means we facilitate the means by which choirs meet for weekly rehearsal sessions at which we learn songs, work as a team and encourage a safe, supportive environment that brings women together. We also perform in public.

Our provision covers activities that relate to times the choir actually meets; choir events, rehearsals or performances and communications about these to and from choir representatives. Through these activities, we create a means for women to improve their wellbeing. All our choir members are equally valued, regardless of their relationship to the military, their rank (or that of their husbands/partners) or their role in the choir.

The Choirs Support Team (CST) comprises of three full-time staff members, and two part time staff members led by a Director. The CST supports, enables and guides the Military Wives Choirs by offering committee and member support, providing training and materials, supplying music and national performance opportunities, drafting and implementing overarching policies/guidelines. Any money that flows through choir accounts and anything that happens at choir rehearsals and performances falls within the jurisdiction of the Military Wives Choirs. The CST also help Trustees to make sure the charity complies with legal requirements.



## The Role of a Trustee

Trustees are the people responsible under the governing document of the Military Wives Choirs for controlling the management and administration of the charity. The Charity Commission breaks down the Trustee's role into six clear duties:

- 1 Ensure your charity is carrying out its purposes for the public benefit
- 2 Comply with your charity's governing document and the law
- 3 Act in your charity's best interests
- 4 Manage your charity's resources responsibly
- 5 Act with reasonable care and skill
- 6 Ensure your charity is accountable

## Who can be a Trustee?

To be a trustee you must be 18 years old. You cannot be trustee if you if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing
- have been disqualified under the Charities Act, or Companies Act.

The Charity Commission publication 'The Essential Trustee - What You Need To Know' provides further information regarding the responsibilities of charity trustees.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>