



Supporting LGBTI+  
Young People in Ireland

# Volunteer Recruitment Pack

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*Fundraising Committee Member*

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## Welcome from the Chairperson of the Board of Trustees

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July 2021

Dear Applicant,

Thank you for your interest in becoming a member of the Fundraising Committee of BeLonG To Youth Services. I hope you will find this recruitment pack informative and of value in supporting your decision to join the committee.

Our Board is united in its passion for improving the health, safety, and equality of LGBTI+ young people through a sustainable and excellently run professionally based Charity. Last year the Board of Trustees won the 'Board of the Year Award' in the Charities Excellence Awards.

We are currently looking for motivated and committed individuals who share the Charity's values and bring experience and expertise at a strategic level in one or more of the following areas:

- Fundraising for non-profits and charities;
- Marketing and/ or Sales;
- Digital Marketing;
- Data Analytics;
- Event Management.

A strong profile in the third, public, or corporate sector would be advantageous.

Successful applicants will be expected to undergo induction training prior to commencing in their role as a committee member.

We encourage applications from all sections of society however we would be particularly interested in applications from individuals who identify as Transgender, Non-Binary, disabled people and people coming from a BAME background.

If you are interested then please read the rest of this pack with further information on the organisation, what the role entails and how you can apply.

In Pride,

Nikki Gallagher

Chairperson of the Board of Trustees

## About BeLonG To Youth Services

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BeLonG To Youth Services is the largest youth and community based organisation for lesbian, gay, bisexual, transgender, and intersex (LGBTI+) people in Ireland. It was established as a national charity in 2003.

The charity's **vision** is a world where LGBTI+ young people are equal, safe, and valued in the diversity of their identities and experiences. Its **mission** is to support LGBTI+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

We suggest that before you complete your application form that you visit our website [www.belongto.org](http://www.belongto.org) where you can view many aspects of our work including our annual impact reports.

The charity's **values** as those of Inclusion, Integrity, and Respect in an environment of Honesty and Openness. Our purpose is to create a Welcoming, Supportive, Safe and Fun space for LGBTI+ young people. We are committed to Collaboration and Youth Participation. We believe in Solidarity and Intersectional Equality, and our work focuses on Human Rights and Social Justice. We are dedicated to Continuous Improvement in everything we do.

BeLonG To's activity is groups into five themed internal areas of work (Youth Work Matters, Building Safe Spaces, Empowering Allies, Campaigning for Change, and Organisational Development & Learning).

## The Role of the Fundraising Committee

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The Fundraising committee plays a key role in the effective governance of the charity ensuring there is a realistic and ambitious strategy in place to secure the financial resources necessary to achieve our mission.

The Fundraising committee reviews matters such as the annual fundraising plan on behalf of the Board of Trustees and makes assurances to them regarding the underlying assumptions and risks within the plan.

## **Terms of Reference**

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### **Composition**

The sub-committee shall consist of at least one board members /directors and at least one externally appointed individual together with the key staff involved in planning and implementing fundraising strategy for the organisation. At least one of the sub-committee members from the Board shall have recent and relevant fundraising experience in the non-profit/ charitable sector.

### **Role and Functions**

The mandate of the Fundraising subcommittee is to assist in the planning, coordination, and implementation of all fundraising activities in support of the organisation's strategic objectives. This work will include:

- a. reviewing fundraising trends, both internally, and externally.
- b. advising the Board on any fundraising matter.
- c. proactively identifying new revenue streams for the organisation.
- d. developing a fundraising strategy for the organisation, with national and regional workstreams.
- e. Implementing, monitoring, and evaluating the fundraising strategy and defining appropriate performance metrics.
- f. reviewing compliance with best practice codes and regulatory/ legal standards applicable to fundraising and make recommendations for governance improvement.
- g. Advising the Board on investments in fundraising activities.
- h. Advising the Board in relation to the external environment, as it affects the organisation's fundraising priorities and activities.
- i. Participating in a risk assessment process that identifies relevant risks and action points, to be fed into the organisations risk register.

The sub-committee is authorised by the Board to obtain outside legal or independent professional advice, at the company's expense, if it considers this necessary for the effective performance of its duties.

The sub-committee shall only hold the delegated authority as outlined above. Full decision-making authority still lies with the Board of Directors.

### **Appointment and Review**

This sub-committee shall be considered a 'standing sub-committee' of the Board, however, be subject to an annual review of its terms of reference

and membership at the **January** Board meeting in each year. The Board shall fill casual vacancies occurring in membership of the sub-committee.

### **Meetings, Attendance, Quorum, and Minutes**

The sub-committee shall meet at least 4 times per year. All meetings shall be convened by not less than seven days' notice in writing (emails or letters). An agenda decided by the Chairperson of the sub-committee in consultation with the Secretary shall be circulated with the notice.

Attendance may be requested of other Board members, employees, or representatives of the company's external advisors (auditor, solicitor etc) as the sub-committee deems fit.

A Quorum for a meeting of the sub-committee shall be deemed formed once there's one-half of the number of directors entitled to be present at a meeting.

The Secretary of the sub-committee shall cause the minutes of each sub-committee meeting to be laid before the following full Board meeting.

The Secretary of the sub-committee shall report the frequency of, and attendance by members at meetings of the sub-committee in the annual reports; and shall make available the committee's terms of reference.

### **Members:**

Board Representative

CEO

Head of Operations and Fundraising

Partnerships and Engagement Manager

Communications and Advocacy Manager

External Appointee

External Appointee

External Appointee

External Appointee

### **Chairperson**

The Head of Operations and Fundraising shall act as chairperson of the subcommittee.

### **Secretary**

The Partnerships and Engagement Manager shall act as secretary to the subcommittee.

## **Time Commitment**

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The Fundraising Committee meets on average once per quarter in Dublin, remote participation can be facilitated where necessary. On average meetings last approximately 2 hours and commence at 16.30.

## **Period of Appointment**

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Appointments will normally be made for a period of three years (subject to probation of one year), with the option for re appointment for a further term of three years.

## **Remuneration**

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In common with most Charity's, there is no remuneration directly associated with member of Committees, but the charity will meet reasonable expenses incurred in connection with membership of the Finance, Audit, and Risk Committee or activities on behalf of the Charity in accordance with our published expenses policy.

## **Responsibilities of Members**

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Fundraising Committee members provide high level oversight to ensure realistic and ambitious fundraising plans are in place and to support management and provide assurance to the Board of Trustees. This work is distinct from the executive management of the charity, responsibility for which rests with the Charity's senior managers.

External members are asked to bring their expertise and experience to bear on this work. All members will question intelligently, debate constructively, challenge rigorously, and decide dispassionately, having listened sensitively to the views of others, inside and outside meetings of the Finance, Audit, and Risk committee.

As part of their work on the committee, members are expected to gain an understanding of the Charity (its objectives, risks, structure, and culture), as well as the legal and regulatory framework governing the organisation.

## How to Apply

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Please send your CV and a covering letter to [fundraising@belongto.org](mailto:fundraising@belongto.org). This should state why you are interested in joining the committee and what skills and experience you could bring to the Charity.

The **closing date for applications** is **12 noon** on **Thursday 16<sup>th</sup>, of September, 2021**.

### Who can apply?

To be a member of the committee you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying you cannot be a Director of a Company or Trustee of a Charity). Further information is available at [www.cro.ie](http://www.cro.ie) and [www.charitiesregulator.ie](http://www.charitiesregulator.ie)
- be 18 or over.
- be willing to undergo Garda Vetting, (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

### What happens next?

- An assessment panel will consider all applications received against the person specification set out below and will shortlist those applicants who best meet the criteria. Shortlisted candidates will then be contacted and invited to an informal interview (more than a chat, less than a formal interview). The Governance and Quality committee will then nominate a successful candidate for appointment by the Board.

## Knowledge, Skills, and Experience

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### Essential:

- Experience in relation to one or more of the following: fundraising for charities, digital marketing, marketing, sales, data analytics, or event management.
- Senior management experience in a growing organisation.
- Knowledge of corporate governance arrangements.
- Ability to challenge rigorously and debate constructively.
- Strong communication and inter-personal skills.

- Ability to analyse and weigh up complex information and reach a decision.

**Desirable:**

- Knowledge of the third/ charitable sector.
- Knowledge of LGBTI+ identities.
- Knowledge or experience of working in a fundraising or sales team.
- Knowledge or experience of strategy development and implementation.
- Knowledge or experience of risk management and oversight.

## Other Information

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### **The Protection & Safeguarding of Children and Vulnerable Adults**

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BeLonG To Youth Services has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to always follow this policy and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

### **Confidentiality**

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Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to always maintain the very highest standards of confidentiality.

### **Conflicts of Interest and Loyalty**

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A condition of taking up the voluntary role on the committee by successful candidates will be to declare any conflicts of interest or loyalty in accordance with the charity's policies and to keep the Company Secretary informed of any changes in your personal circumstances that might give rise to a real or perceived conflict of interest or loyalty.

### **Non-Compete/ Non-Solicitation**

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A condition of taking up the voluntary role on the committee by successful candidates will be to sign restrictive covenant commonly known as non-compete and non-solicitation clause.

### **Data Protection and Privacy**

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The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with BeLonG To Youth Services we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to [privacy@belongto.org](mailto:privacy@belongto.org) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by BeLonG To Youth Services are set out in our [data protection policy](#).

**Misc.**

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BeLonG To Youth Services will not be responsible for refunding any expenses incurred by candidates.

**Candidates should note that canvassing will disqualify.**