**Role Description**

**Role:** Director/fundraising advisor

**Location:** Commtap CIC, CAN Mezzanine, 49-51 East Road, London, N1 6AH

**Commitment:**  6 hours per month including attendance at monthly board meetings

**Accountable to:** The board of directors

Role Summary

Commtap ([www.commtap.org](http://www.commtap.org)) is an established platform for sharing ideas for developing the communication of children and adults with communication difficulties. Over 6,000 people use Commtap every month to access resources to support those they work with or care for. Commtap is a nationally recognised organisation, being a member of the Communication Consortium, and appearing in high profile media in the field including “Special Children” and the bulletin of the Royal College of Speech and Language Therapists.

Commtap is planning an exciting expansion of the network of professionals who use and contribute to the platform for which it will need to fundraise and recruit two part time staff. We wish to take on a volunteer with specific abilities to advise and guide the board in fundraising.

The new volunteer will advise the board during the first six months of the role, with a view to becoming a full member of the board (director) after six months. Directors are re-appointed every three years.

Main duties and responsibilities

* Advise the board on fundraising strategy
* Have knowledge of possible funding sources
* Assist directors in writing funding bids – for example by advising and commenting on applications
* Be involved in the decision making process about the future of the project
* Read papers before the board meetings
* Attend monthly board meetings at Commtap’s offices in central London on a weekday early evening
* Carry out actions as agreed with the board

Additional tasks and opportunities

* Opportunities to attend Communication Consortium meetings enabling networking with national organisations working with speech, language, and communication needs
* Opportunities to attend events such as exhibitions and conferences meeting existing and potential users of the project

**Person specification**

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| **ROLE** | Director/fundraising advisor | |
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| **Essential = E, Desirable = D** | | **E or D** |
| **SKILLS/ABILITIES** | Effective communication skills | E |
| Excellent interpersonal skills | E |
| Ability to work in a team | E |
| Ability to discuss own ideas in a meeting | E |
| Ability to work collaboratively | E |
| Ability to generate ideas for fundraising at the tens of thousands of pounds level | E |
| **EXPERIENCE** | Fundraising experience | E |
| Experience of working on a board | D |
| Experience of working in a small not-for-profit organisation | D |
| Experience of working in a not-for-profit organisation | E |
| **KNOWLEDGE** | Knowledge/understanding of disability issues | D |
| Knowledge/understanding of speech, language and communication needs | D |
| Knowledge of fundraising techniques | E |