

Non-executive fundraising specialist – Information Pack

Thank you for your interest in the position of Fundraising Trustee on the René Cassin Trustee Board. Below is further information about René Cassin and the role.

If you are interested in this opportunity, there are more details on the René Cassin website at www.renecassin.org and you are also welcome to have an informal chat with our Chair, Daniel Silverstone: daniel@dsilverstone.co.uk

Or feel free to email René Cassin's Director: mia.hasenson-gross@renecassin.org

To apply, please send your CV with a covering email to: mia.hasenson-gross@renecassin.org by Sunday **23 September 2018**

Best wishes,

Danny Silverstone, Chair
Mia Hasenson-Gross, Executive Director

Enclosed

- Background information on René Cassin
- Job Description
- Person Specification

Background Information

About René Cassin

René Cassin's **vision** is of a world where everyone fully enjoys all their human rights as enshrined in the Universal Declaration of Human Rights; and members of the Jewish community are actively engaged in promoting and protecting these rights, both within the community and in concert with stakeholders outside of the community.

Our **Mission** is to promote and protect the universal rights of all people, drawing on Jewish experiences and values.

We do that by celebrating the timeless and universal nature of human rights values and protections; the distinctive Jewish contribution to the current landscape of international human rights; and the particular historical role played by our namesake, Monsieur René Cassin, to the development of contemporary human rights values in the aftermath of the Second World War.

We continuously advocate within the Jewish community on the importance of human rights, of the many Jewish contributions to their design and development, and the contemporary importance of human rights we engage with issues and communities outside our community where we feel that much stronger human rights protections should apply and which resonate with Jewish historical experience. Current examples include our work on indefinite detention, modern day slavery and the discrimination faced by Gypsy, Roma and Traveller communities.

About the René Cassin Board

- The Board currently consists of seven Trustees;
- The Board meets every two-three month at our office in Golders Green, North West London;
- Trustees receive no remuneration for their role;
- René Cassin was established as a registered charity in 2007, (Charity No. 1117472).

René Cassin's staff team

René Cassin employs a full time Executive Director, a part time Campaigns Officer, a part time Development Manager and a part time bookkeeper. The organisation also hosts up to three full time Interns at a time.

We also have a Advisory Council, made up of respected academics and leaders in the human rights field and the Jewish community.

Job Description

Role Title: Fundraising Trustee

Salary: Voluntary

Key duties

In addition to the duties of Trusteeship, the fundraising specialist must:

- Assist in securing additional funding and the diversification of funding sources
- Assist in setting the fundraising strategy of the organisation
- Support specific fundraising activities with a particular focus on increasing unrestricted funding through public and corporate avenues
- Act as an ambassador for René Cassin, representing the organisation at key meetings and facilitating networking opportunities with potential donors, corporations or other potential funding streams
- Contribute to the production of relevant materials, both print and digital
- Feedback on this area to the Trustee Board, and ensure that Trustees are aware of any external fundraising activity
- Provide advice or assistance to the Director as needed on all matters relating to the charity's fundraising

Individual Trustee responsibilities

In carrying out the collective responsibilities of the Board, at a minimum individual Trustees should:

- Be active participants in the Board, making relevant skills, experience and knowledge available to the organisation. This includes sitting on working groups, representing the organisation at events, and using personal networks to develop connections for the organisation
- Regularly attend Board meetings and prepare fully for those meetings including reading papers in advance, identifying key issues for discussion and providing advice and guidance on areas of expertise
- Have prior knowledge of, or take time to familiarise themselves with, best practices of charity governance and operations including financial management
- Develop and maintain a sound and up-to-date knowledge of the organisation's activities and any wider issues that affect its work
- Actively contribute towards the effectiveness of the Trustee Board, engaging in discussion, debate and voting in a considered and constructive way, participating in induction and training as required, and sharing ideas for how the Board can be improved
- Act in the best interests of René Cassin, including contributing to fundraising efforts, e.g. through personal contributions, introductions to potential donors and attending fundraising events;
- Undertake an annual performance self-assessment, which will be reviewed in discussion with the Chair and the executive Director

Time commitment

The Fundraising Trustee will be required to devote up to one day per month on average, which includes the time needed to perform Trustee duties.

Term

The appointment of the fundraising Trustee: one term of three years, with the possibility of renewal for a second three-year term.

Person Specification

Qualities, skills and experience

- Commitment to René Cassin’s vision, mission and values
- Willingness to devote the necessary time and effort
- Previous experience, skills and expertise in fundraising
- Knowledge of human rights and/or the UK Jewish community
- Experience of working on a committee/Board as a Trustee, particularly in the charity sector
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Willingness to devote the necessary time and effort to the duties of Trustee