



# YORKSHIRE AIR AMBULANCE

Registered Charity No. 1084305



## Job Information Pack



## Trustee – Fundraising

- Voluntary, unpaid role on our Trustee Board.
- Monthly Board meeting attendance required plus additional time to mentor and support the two Directors of Fundraising.
- Support the wider SMT and Trustee Board where required.





## **Our Mission Statement:**

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.



# About the role:

Do you want to feel as though you are helping to save lives every day? When volunteering for YAA as a Trustee that is exactly what you will be doing! We are looking to appoint a new Trustee to join the highly respected Board of Yorkshire Air Ambulance (YAA) and to continue our exciting journey.

YAA is a lifesaving charity for the Yorkshire region. It exists to save lives by delivering highly skilled doctors and critical care paramedics, by air or rapid response vehicle to critically ill patients in the region. Together with its supporters, YAA pushes the boundaries in pre-hospital emergency medical care to measurably improve patient outcomes.

We are looking to appoint a new Trustee to the Board and we are particularly seeking individuals that bring current, live, relevant experience of fundraising, ideally in the charity sector, to complement the skills and backgrounds of existing Trustees. This role would also have direct line management responsibility for our two Directors of Fundraising. They will also be the voice on the Trustee Board for this crucial area and be able to represent the complexities of Fundraising to the board. As a collaborative and involved Board, we are seeking individuals who are genuinely interested in YAA and are prepared to spend time outside of Board meetings getting to know the organisation, supporting the Senior Management Team and being involved in events and fundraising activities. We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



# Summary of the role:

<b>JOB TITLE</b>	YAA Trustee
<b>LOCATION</b>	Various – Trustee Board meetings take place via Zoom and face to face at our Nostell air base
<b>REPORTING TO</b>	YAA Chairman
<b>DIRECT REPORTS</b>	Director of Fundraising (West & South) and Director of Fundraising (North & East)  You will also be expected to provide support and mentor the wider SMT as and when required.
<b>HOURS</b>	Around 15 days per annum commitment. You will need to attend monthly board meetings (which last around four hours – some are held virtually), the AGM, annual recognition awards, VIP hosting events, and any sub-committees you may be appointed to.  You will also be expected to spend time (via phonecall, video conferencing, face to face etc) supporting the wider SMT but in particular the Directors of Fundraising.  We encourage trustees to get involved in other activities with us too.
<b>ADDITIONAL INFO</b>	Reasonable expenses will be paid
<b>ROLE PURPOSE</b>	Under the Chairmanship of Mike Harrop, the Board contributes appropriate independent oversight and constructive challenge to help guide YAA to deliver its vision, purpose, values and strategic growth objectives. This role in particular will be required to continue to focus on the Fundraising strategy and all it encompasses.
<b>SALARY</b>	Voluntary, unpaid role



## **FUNDRAISING TEAM:**

The Fundraising Team is one of the six areas that make up the Yorkshire Air Ambulance Charity (alongside Finance, HR, Marketing & Communications, Operations & Admin and Aviation). The team is made up of a Director of Fundraising (West & South) who looks after a team of Community Fundraisers and a Partnerships Manager, and a Director of Fundraising (North & East) who looks after a team of Community Fundraisers alongside functions for Legacies and Grants & Trusts.

Our USP has always been grass roots fundraising, carried out by our team of 17 committed fundraisers. We are now working on a Growth Strategy and a step change. We have a solid plan to help us to achieve this which involves developing existing income streams as well as introducing new initiatives such as prize led fundraising and appeals. We are also looking to put a real focus on Individual Giving and ensuring that we strengthen the income streams excluding Legacy and In Memory income.

## **KEY RESPONSIBILITIES AND DUTIES:**

The Board of Trustees has overall responsibility to:

- ensure that YAA is carrying out its purposes for the public benefit;
- act in the charity's best interests;
- manage YAA's resources responsibly;
- act with reasonable care and skill;
- ensure that YAA is accountable;
- ensure the overall governance and strategic direction of YAA, developing its aims, objectives and goals in accordance with charity, legal and regulatory guidelines;
- Protect the wealth and assets of the charity;
- To make sure that the administration of the charity is carried out efficiently;
- Attend VIP hosting events, the AGM and the YAA Recognition Awards;
- Effectively line manage, support and mentor the Directors of Fundraising;
- Ensure the financial stability and performance of the Charity; and
- Review board papers and other communications.

## **ROLE SPECIFIC KNOWLEDGE REQUIRED:**

The Board is outward looking and inclusive, and is keen to ensure there are a mix of backgrounds, skills, experiences and approaches that reflect the patients and stakeholders. To add value to the Board discussions, experience is sought in the following areas:

- A current career within Fundraising, ideally someone that has previously been a Director of Fundraising and is now at CEO level;
- Experience operating at Board level with a knowledge of the role of a Trustee (or Non-Executive Director);
- Line management experience;
- Coaching/mentoring skills;
- Have relevant support networks that can be utilised; and
- A connection or interest in the Yorkshire region.

Individuals who agree to serve as a Trustee should understand that competent and responsible service as a trustee is no small task but is entirely achievable and rewarding with attention to detail and willingness to seek professional advice as needed.

## **SKILLS & ABILITIES:**

As a member of the YAA Trustee Board, you will need to be able to:

- make an active contribution to the success of the organisation by listening, engaging in open debate, providing insights, questions, and appropriate challenge in a supportive manner with good intent;
- contribute different perspectives where relevant and anticipate situations that may impact YAA;
- be an effective sounding board and confidant to provide independent and impartial counsel to the Chair and the Senior management team;
- be an effective line manager and mentor/coach the Directors of Fundraising;
- be involved in the organisation to stay current and appraised of the developments in YAA, its risk environment, and the applicable regulations within which it operates; and
- Be passionate about our mission.



# Application process:

## ***To apply for this position:***

- ✓ Provide a CV and covering letter stating how you match the knowledge, abilities and skills required and why you are applying.
- ✓ Complete the Equal Opportunities form (optional)

Please email your CV and covering letter to us by sending it to: [recruitment@yaa.org.uk](mailto:recruitment@yaa.org.uk).

The closing date for applications is Friday 12<sup>th</sup> January 2024 at 12noon.

If you wish to discuss the job role in more detail, please contact Mike Harrop, YAA Chairman on 07852 229485.

## ***Other things to note:***

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction. If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.

## ***GDPR & our Recruitment Privacy Statement:***

*The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement on our website before completing and submitting your application for employment.*





**YORKSHIRE**  
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**We look forward  
to receiving your  
application**