**The Research Council for Complementary Medicine (RCCM)**

**Job description**

**Fundraising Trustee**

**October 2019**

The Research Council for Complementary Medicine (RCCM), a charity founded in 1983 is dedicated to developing high quality research to enable the availability of and access to safe and effective complementary and integrated medicine? to help in preventing disease and improve patients' health and quality of life. The RCCM currently connects with large numbers of individuals through its research network (CAMRN) and provides an important research link with professional complementary medicine practitioner bodies. The RCCM also has close working relationship with the All-Party Parliamentary Group and other CAM research organisations.

We are looking for a new Trustee to support the RCCM with fundraising activities. Trustees have a very important role in shaping the activities of the RCCM and this is an ideal opportunity to be able to influence the future directions of CAM research in the UK. This is an exciting time for the RCCM as we expand outwards, with many major developments both in the UK and internationally.

**Key Responsibilities**

The key responsibilities are, with other Trustees, to hold the charity "in trust" for current and future beneficiaries by using their skills, knowledge and/or experience to help the Board of Trustees reach sound decisions. This will involve:

* Regular commitment to attend/contribute positively to RCCM Trustee meetings (usually 4 times a year), in London (virtual attendance is an option)
* Advising the RCCM on fundraising and leading on initiatives to help the RCCM raise funds, with the support of the other Trustees and administrator.
* Acquiring sufficient knowledge in order to contribute and inform broad discussions on the subject;
* Leading, being proactive and/or contributing positively to discussions either face-to-face or online;
* Serving as a member of a sub-committee when required;
* Focusing on key issues in a timely manner;
* Providing guidance on new initiatives;
* Making a particular contribution in areas where the Trustee has special expertise;
* Acting as an advocate for the Charity.
* Regular commitment to attend/contribute positively to meetings

**In particular we are looking to recruit a Trustee who brings knowledge and skills of fundraising.**

**RCCM Trustee competencies**

The RCCM Board competencies consist of two components, core competencies and the specialist competencies of individual board members. Specialist skills are important as many of the issues which the Board discusses benefit greatly from the specific expertise it has at the table.

**1. General Competencies**

**Essential:**

* Integrity in personal and business dealings
* Interest in research to develop the evidence base to promote integration
* A commitment to the vision and values of the RCCM
* Initiative to act as a team player/leader

**Desirable:** Overview of CAM in the UK would be an advantage

**2. Communication Competencies**

**Essential:**

* Articulate thoughts, opinions, rationales, and points in a clear, and logical manner
* Is flexible and willing to change stances when necessary or appropriate
* Has the ability to listen, process and understand key points
* Can interact with other board members in a group setting, both contributing to, and offering leadership if necessary
* Recognises the motivations of stakeholders such as members, employees, regulators and other groups
* Is able to disagree without being disagreeable

**3. Knowledge Competencies**

**Essential:**• Understands the difference between governance and management
• Can read and interpret reports in a specific area
• Asks for and uses information to make informed judgements/assessments
• Can see strengths and weaknesses of RCCM from the perspective of specialist experience, opportunities and threats and impact of wider business and societal changes

**Desirable:**• Understands the roles, processes and relationships of a governing board and its members and understands legal, accounting, and regulatory requirements affecting the RCCM

**How to apply**

To apply, please provide a brief 2 page CV and a personal statement (500 words) demonstrating why you are interested in becoming a fundraising Trustee and;

* how your experience could benefit the RCCM,
* what specific skills and knowledge you would bring,
* demonstrating your commitment to attending meetings and contributing to the work of the RCCM
* Applications to be emailed to **Dr John Hughes** E-mail:  john.hughes8@nhs.net by **Friday 29th November 2019**.