

## South West Fed Role description – Development Trustee



### Main tasks and responsibilities

1. Identify and lead the development of new partnerships and fundraising opportunities that support the South West Fed and its members.
2. Provide strategic oversight of the Kathy Callow Legacy Fund, including managing the administration and delivery of the small grants programme, and liaising with external sector peers to judge and award submissions.
3. Lead the development and management of partnership and funding agreements, ensuring all processes meet legal and regulatory requirements.
4. Responsible for ensuring good stewardship with donors, partners and trustees.
5. Collaborate with the Communications Trustee to shape and deliver external communications related to development, fundraising, and partnership initiatives.
6. Work closely with the Treasurer to ensure robust financial management procedures are in place for all partnership funding and grants received or managed by the South West Fed.
7. To attend quarterly Board meetings and report on all matters related to development, fundraising, and partnership activity.

Please also refer to the separate “Generic Role Description” document as regards the Charity’s mission, governance and general trustee/director expectations and duties.

### Skills, experience and outlook required

1. Strong communication and networking skills, ability to engage others in the work of the South West Fed, gain feedback and represent others in a public forum.
2. An understanding of membership organisations and an appreciation of the value of members.
3. An understanding of the museums and heritage sector and an appreciation of the funding needs of the sector.
4. Sound administrative skills and good attention to detail.

5. Team player, able to lead and inspire others and delegate as appropriate.
6. A commitment to the South West Fed and its associated policies and practices, a passion for heritage across the sector, and actively building relevant networks beyond the Heritage sector.

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