



Chartered  
Institute of  
Fundraising

# Young Fundraiser Trustee Apprentice Programme

Applications 11-30 June 2025

# Young Fundraiser Trustee Apprentice 2025

We are delighted that you're interested in joining the Chartered Institute of Fundraising Board of Trustees as our first Young Fundraiser Trustee Apprentice! Our Board of Trustees are thrilled to be launching a 12-month development programme aimed at professional fundraisers under the age of 30 to gain experience of serving on a board in a safe and supported way. We have been participating in the UK Government [Boardroom Apprentice](#) scheme for three years and are excited to be able to offer an additional apprentice opportunity to members of our sector as well.

The Board of Trustees oversees our strategy, providing scrutiny, challenge and support for its overall approach. The board ensures we are meeting our legal requirements and that we are using our financial resources responsibly and appropriately.

If you have any questions not covered in this pack, please be in touch with Melissa Appel [melissaa@ciof.org.uk](mailto:melissaa@ciof.org.uk)

# Programme outline

As a CIOF trustee apprentice, you'll receive

- Full trustee induction support alongside other new members of the board
- Training on core trustee duties and requirements to support you on your journey
- A mentor appointed from main board of trustees
- Opportunities to explore further areas of interest via governance committees

## Eligibility

To apply, you will need to:

- be a professional fundraiser between the ages of aged 18-29 (applicants must be under 30 at the date of appointment, 25 September 2025)
- be a CIOF individual member or employed by an organisational member
- commit to attending four board meetings per year and four mentor meetings
- commit to allowing time to prepare for board meetings and mentor meetings
- commit to attending training modules on charity governance and charity finance
- confirm that your employer supports their participation (if not self-employed)
- commit to abiding by the CIOF Trustee Code of Conduct

No experience of non-exec roles or governance is expected, instead a willingness to learn, participate and commitment of time is required.

# Our Board of Trustees

Our trustees are elected by our members and meet four times a year. Our trustees stand for three years and can be re-elected for a further three-year term. They can also co-opt additional members onto the Board for their specific skills. Our current Board of Trustees are:

- Harpreet Kondel, Chair (co-opted)
- Matt Parkes, Vice Chair
- Caroline Rand, Honorary Treasurer (co-opted)
- Monwara Ali
- Jordan Miller-Hughes
- Damian Chapman
- Bruce Tait
- Rebecca Mansell
- Gary Kernahan
- Sofia Zeenat Sheikh
- Jaswant Sodhi ([Boardroom Apprentice](#) 2025)

You can read more about our Governance and Board of Trustees here: [Chartered Institute of Fundraising - Governance \(ciof.org.uk\)](https://www.ciof.org.uk/governance)

# Trustee Role: Overview

**Title:** Trustee, Chartered Institute of Fundraising,

**Time commitment:** Four in-person Board meetings per year plus an Away Day, attendance at our Fundraising Convention and AGM (virtual). Board meetings will be held at our London office. Trustees will need to allow sufficient reading and preparation time for meetings and should anticipate the total time commitment averaging approximately one day per month.

Trustees are also asked to sit on one governance sub-committee. Meetings are held virtually up to four times per year, depending on committee.

Trustees are also expected, on occasion, to represent the Chartered Institute at various events and meetings with key internal and external stakeholders.

Trustees will be provided with a comprehensive induction programme including training.

**Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Location:** UK. Board meetings, away-days and strategy sessions will be held in person at our London office, although occasional meetings may be held virtually. Occasional UK-wide travel may be required.

**Length of term:** This is a one year programme.

**Reporting to:** Chair of Trustees.

# Trustee Role: principle responsibilities

The Trustees' primary role is to ensure that the Chartered Institute fulfils its charitable objectives and that monies received in furtherance of those objectives are applied effectively. In order to carry out this key role, the Trustees must do the following:

**Mandate and reputation:** Ensure that the Chartered Institute abides by stated charitable objectives and constitution and operates within the constraints of the law. The Trustees are responsible for preserving the Chartered Institute's good name and reputation.

**Strategic planning:** Ensure an appropriate strategic plan is in place, maintain oversight and adjust as necessary.

**Business plan and budgets:** Approve the Chartered Institute's business plan each year and monitor progress against plans and budgets.

**Risk identification and management:** Ensure effective processes exist to identify, minimise where possible, monitor and manage the potential risks that the Chartered Institute faces.

**Management effectiveness and succession:** Ensure that the right management team is in place and is operating effectively and efficiently.

**Internal control and management information systems:** Ensure that effective internal control systems exist to protect the organisation and the necessary management information systems exist to assess the Chartered Institute's performance and progress in meeting its objectives.

**Accountability:** Give account of their actions in appropriate ways to members, regulatory bodies, associated charities, staff and volunteers, and other stakeholders.

# Trustee Role: operating principles

1. In discharging the responsibilities listed above, the role of Trustees is to ensure that the Chartered Institute is well managed, rather than to manage it themselves. Day-to-day implementation of policy will be delegated to the Chief Executive of the Chartered Institute and through the Chief Executive to the rest of the team. The Trustees' responsibilities are to ensure that proper procedures and checking mechanisms are in place so that they can be certain that management is doing its job in a cost-efficient and effective way and that staff, with the calibre needed to discharge their responsibilities, are in post.
2. This in turn requires that the Chief Executive of the Chartered Institute is accountable to the Trustees for the effective management of the Chartered Institute, for implementing policies and achieving the objectives laid down by the Trustees and for appointing suitable staff.
3. Trustees, advised by the Chief Executive, are responsible for setting the Chartered Institute's strategic direction, and holding the Chief Executive to account for delivering it. Part of their role is to support, encourage and challenge the Chief Executive and the CEO's senior colleagues.
4. In addition to serving the Chartered Institute as Trustees, most Trustees will also contribute by making available their specialist skills and experience.

For a comprehensive overview of the key legal and regulatory duties of a charity trustee, please see [The Essential Trustee](#) guidance, published by the Charity Commission

# How to apply

To apply for our apprentice role,  
please click [here](#)

Applications close **17:00 on Monday 30th June 2025.**

We also welcome applications by video or audio file. Applicants are also required to complete a self-declaration conduct form as part of our due diligence processes and commitment to creating a safe work environment.

Please contact Melissa Appel [melissaa@ciof.org.uk](mailto:melissaa@ciof.org.uk) for further details on this or any other aspect of the application process.



# FURTHER INFORMATION

If you would like to find out more about what it means to be a Trustee of the Chartered Institute, please contact Melissa Appel at [melissaa@ciof.org.uk](mailto:melissaa@ciof.org.uk)