



Trustee Recruitment Pack

Treasurer

About Young Creative Bucks CEP

Young Creative Bucks CEP (YCB) is Buckinghamshire's Cultural Education Partnership. Our mission is to enable every young person in Buckinghamshire to embrace and benefit from creative and cultural opportunities.

We are a small but ambitious emerging charity, bringing together schools, cultural organisations, and creative professionals to improve access, equity, and pathways into arts, culture, and the creative industries. Through collaborative programmes and networks, we support children, young people, educators, and the wider cultural sector.

YCB became a Charitable Incorporated Organisation (CIO) in November 2024. We are seeking an experienced and proactive Treasurer to join our Board of Trustees, helping us grow sustainably and increase impact across the county.

For more information about our work and future plans, we welcome you to explore our:

- [Strategy](#)
- [Consultation Report](#)
- [Implementation Plan](#)

You can also find more about us on our [Website](#).

Governance

The Charity is governed by the Board of Trustees, which is responsible for:

- Establishing the overall direction of the Charity, including its mission, aims, and strategies.
 - Ensuring that the policies of the Charity are in keeping with its aims and strategies.
 - Working to ensure that the Charity has the resources, both human and financial, to achieve its aims and strategies.
 - Monitoring and evaluating the progress of the Charity against its aims and targets.
 - Ensuring that the Charity functions within legal and regulatory requirements.
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Management Structure

Young Creative Bucks is governed and supported through a layered structure that brings together expertise from education, culture, community, and industry:

- **Board of Trustees** – Provides strategic leadership, financial oversight, and ensures the charity delivers its mission as a CIO.
- **Directors** – Responsible for operational leadership, delivery of programmes, and day-to-day management.
- **Advisory Group (in development)** – A collective of sector specialists offering insight, challenge, and guidance on sector needs and emerging opportunities.
- **Cultural Partners & Practitioners** – Organisations and freelance professionals who collaborate on programmes, co-delivery, co-design, and sector development.
- **Creative & Cultural Champions Network** – Educators and school leaders who advocate for arts and culture within Buckinghamshire's schools and help shape opportunities for young people.
- **Wider Creative & Cultural Community** – The broader ecosystem of artists, organisations, venues, festivals, and industry partners who contribute to cultural life in Buckinghamshire and engage with YCB's work.



Fundraising Trustee Role Description

Location: Buckinghamshire

Time commitment: 9–12 days per year, including 4 Board meetings, occasional subgroup involvement, and light preparation.

Tenure: Term of up to three years, with a maximum of three consecutive terms.

Role Summary

The Fundraising Trustee will play a key role in helping Young Creative Bucks grow its income, strengthen long-term sustainability, and build meaningful relationships with supporters. Working closely with the Director and Board, you will help shape a simple, achievable fundraising approach that supports our mission to increase access to creative and cultural opportunities for young people across Buckinghamshire.

This is an exciting opportunity to contribute your fundraising and philanthropic expertise to a small, ambitious charity at a pivotal stage of development.

Key Responsibilities

Strategic & Supportive

- Contribute to the development of a clear, effective fundraising strategy aligned with the charity's ambitions.
- Offer constructive insight, challenge, and guidance to support sustainable growth.
- Act as a sounding board and strategic partner to the Director on fundraising matters.

Income Development

- Identify, assess, and help progress income opportunities across a range of streams, such as:
 - Trusts and foundations
 - Corporate partnerships and sponsorship
 - Individual giving and philanthropy
 - Major donors
 - Partnership-based or consortium income
 - Emerging community or participatory fundraising
- Support donor stewardship by helping nurture strong relationships with funders and partners.

Fundraising Standards & Good Practice

- Ensure that fundraising activity is ethical, legal, and aligned with the Code of Fundraising Practice and GDPR.
 - Support the Board's understanding of fundraising risks, trends, and opportunities.
 - Encourage a positive, confident fundraising culture throughout the charity.
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Person Specification

We are looking for someone who can bring both expertise and enthusiasm:

- Experience in charity fundraising and/or philanthropy—either strategic or operational.
 - Knowledge of a range of income streams (trusts, corporates, donors, sponsorship, etc.).
 - Understanding of the voluntary and charity sector, including the Code of Fundraising Practice.
 - Insight into the opportunities and challenges facing small charities.
 - Strong networking, influencing, and communication skills.
 - Creative thinking, sound judgement, and a collaborative approach.
 - Commitment to culture, creativity, and expanding opportunities for young people.
 - Willingness to dedicate time and energy to support a small but growing charity.
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General Responsibilities of Trustees

As a Trustee, including in your role as Treasurer, you will:

- Contribute to strategy, policies, and priorities, and review performance against agreed objectives.
- Ensure the charity applies its resources effectively in pursuit of its mission.
- Safeguard the charity's reputation and values.
- Abide by organisational policies (e.g., safeguarding, equality, diversity, inclusion).
- Declare conflicts of interest and share collective responsibility for Board decisions.
- Support organisational needs as they arise, including recruitment or fundraising.
- Attend Board and sub-committee meetings and prepare in advance.
- Act as an ambassador for YCB across the cultural and educational sector.

How to Apply

Your application should be made to the Chair of the Board, Sue Imbriano, and submitted via email to Claire_Willis at cwillis@youngcreativebucks.org.

If you wish, the Chair would be happy to have an informal conversation with you about the role, what YCB is looking for, and what YCB could offer you. Please get in touch with Claire Willis to arrange this.

Submit the paperwork for application as follows:

- A covering letter, outlining your reasons for wishing to join the Board, what you could contribute, and what you would hope to achieve as a Board member.
- A brief CV, which should include the names and contact details of two people to whom we could apply for references should you be successful.

