



# Trustee role description

**Location:** Remote but ability to visit Harrogate

**Commitment:** Approximately 1–2 days per month

**Term:** Minimum 1 year

**Remuneration:** Voluntary position (reasonable expenses reimbursed)

## About Open Arms Malawi

Open Arms Malawi exists to ensure that children in Malawi survive and thrive within loving family environments. Working alongside our partners in Malawi, we provide life-saving care for vulnerable infants, strengthen families through community-based support, and help households build long-term stability through programmes such as sustainable farming and the Graduation Programme.

As a small but high-impact organisation, we rely on committed trustees who bring energy, expertise, and a deep belief in the transformative power of community-led care for children and families. See more here [www.openarmsmalawi.org](http://www.openarmsmalawi.org)

## The role

We are seeking a trustee with strong experience in either fundraising, business partnerships, or marketing and communications to help shape the next stage of Open Arms Malawi's growth.

This is a hands-on trustee role where your strategic insight and practical input will directly support our ability to raise funds, attract new partners, and strengthen our messaging to our global donor community.

You will join a small, collaborative Board that works closely with the fundraising team to ensure strong governance, financial sustainability, and long-term impact for children and families in Malawi.

## Key responsibilities

In addition to the general duties of a charity trustee, responsibilities include:

### 1. Strategic leadership

- Provide guidance on fundraising strategy, corporate partnerships, or marketing/communications
- Contribute to Board discussions, organisational planning, and decision-making
- Support the CEO in strengthening organisational visibility and donor engagement.



## **2. Income and partnerships**

- Advise on approaches to corporates, trusts, major donors, and community fundraising
- Support relationship-building with potential partners
- Help refine donor journeys, stewardship processes, and communication materials.

## **3. Marketing and communications**

- Support development of compelling messaging and storytelling that communicates Open Arms Malawi's impact and mission

## **4. Governance**

- Uphold high standards of governance and compliance, ensuring that the charity operates legally, ethically, and effectively
- Review financial performance, risks, key policies and strategic priorities
- Work collaboratively offering challenge, support, and accountability.

## **Skills and experience**

We welcome applications from candidates with any of the following experience:

### **Fundraising**

- Corporate partnerships
- Trusts & foundations
- Major donor fundraising
- Campaigns, events or community fundraising

### **Marketing and communications**

- Brand development
- Digital strategy or content
- Media, PR or public speaking
- Storytelling and design

### **Business partnerships**

- Business development
- Strategic partnerships
- Relationship management
- Organisational growth



### **All trustees should also bring**

- Strong communication and interpersonal skills
- Commitment to the mission and values of Open Arms Malawi
- Ability to think strategically and exercise sound judgement
- Willingness to be hands-on within a small organisation.

### **Desirable experience**

- Experience in the charity or international development sector
- Understanding of safeguarding or risk management
- Knowledge of digital tools, CRM systems, or data insights
- Insight into UK donor behaviour or corporate ESG priorities
- Lived experience of Malawi or African contexts would be very welcome.

### **Our commitment to diversity**

Open Arms Malawi is committed to building a diverse, inclusive Board. We welcome applications from people of all backgrounds, particularly those who are underrepresented in the charity sector, including people of colour, women, people with disabilities, and LGBTQI+ individuals.

### **How to apply**

Please send an expression of interest to [claire@openarmsmalawi.org](mailto:claire@openarmsmalawi.org)