

Job Title:	Senior Fundraising Officer	Place of Work:	Refuges and Office locations
Hours of Work:	10 hours	Reports to:	Interim Business & Finance Manager
Salary	£11.52	Tenure:	One-year fixed term contract

Purpose of the Organisation:

Women's Aid in Luton;

- exists to provide support, advice and guidance and safe accommodation for women and children who have suffered from or are exposed to Gender Based Violence.
- passionately believes that all women and children have a right to feel safe and secure and to live free from all forms of abuse and violence.

DIMENSIONS:

Supervisory Management: None; but must be self-motivated.

Financial Resources: The postholder will not have specific budgetary responsibilities; but they will be expected to achieve fundraising targets as agreed by the Senior Management Team and Board of Trustees.

Context: Due to the sensitive nature of this role we will be considering female applicants only for this post in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1)

Rehabilitation of Offenders Act 1974: Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-over or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS (formerly CRB) Code of Practice.

Physical Resources: None

Physical Effort / Strain: Accessing buildings on several levels.

Working Environment: The work will be undertaken within the Head Office, but the postholder may be required to attend all of the Organisation's premises in the course of their work.

Job purpose:

- To play a key role in the development and implementation of fundraising activities that will secure funding for both project work and core operational activities.
- To develop and implement an annual fundraising plan in keeping with the core values of WAIL.
- To raise the profile of WAIL across the local Community and securing agreed levels of funding for the Organisation each year.
- To oversee all fundraising at WAIL via Trusts and Foundations, Individuals, Communities, Events and Statutory bodies.
- To engage with staff, volunteers (including Trustees), stakeholders, partner organisations and local businesses to raise funds to ensure a sustainable future for WAIL.

Scope of Job - main tasks, duties and responsibilities

The postholder will be responsible for:

- Undertaking research into funding opportunities for the Organisation and working with the Interim Business & Finance Manager as appropriate to identify sources of funding to support the achievement of a sustainable financial framework.
- Using a variety of sources to identify and research opportunities for income generation from statutory funders.
- Identifying best practice for the purpose of completing funding applications and bids to ensure a successful outcome for the Organisation.
- Developing relationships with new supporters and encouraging their involvement in the Organisation through the arrangement of fundraising events and activities.
- To continue to develop and implement the funding strategy: raising funds to support WAIL services, primarily through applications for funding to Trusts and Foundations.
- To develop an annual plan for fundraising; identifying specific milestones and identifying associated costs for approval by the Board of Trustees.
- Preparing regular reports for the Senior Management Team and Trustees on fundraising activities in line with the agreed plan and provide an annual summary of fundraising activities/achievements for inclusion in the annual business plan.
- To monitor any expenditure connected with such fundraising activities and prepare a report for the Senior Management Team and Trustees detailing the return on investment.
- To arrange fundraising activities at appropriate intervals throughout the year to generate income which will support the development of services and activities to benefit our clients.
- To ensure that any fundraising activities are conducted in accordance with the values of the Organisation and that the nature of the activity is unlikely to cause offence to any section of the local community.
- To develop links and relationships with local organisations and businesses to raise the profile of WAIL within the local community and to explore the option of developing corporate partnerships to provide a source of income to WAIL.
- To source community grants/awards and enter WAIL into 'competitive' processes to access such awards; generating support for the organisation through contact with supporters and advocates of the service.
- To build on established links with local media to publicise fundraising events and generate appropriate publicity for the events.
- To ensure fundraising activity is widely promoted and volunteers are used effectively to support fundraising projects.

The postholder should be mindful of the need to respect client privacy, security and safety in the planning of fundraising activities and should not arrange any activity or publicity which may place any client or their family at risk.

WAIL is a registered charity and as such, all employees are expected to contribute to work undertaken by the Organisation in respect of 'fundraising' and 'income generation'.

All staff working within WAIL are expected to adhere to all policies and procedures relevant to their employment and each have a responsibility to ensure that they are aware of the current policies that are in place. Specifically, all staff will be responsible for adhering to those policies and practice concerning Financial Controls, Health & Safety and Data Protection/Confidentiality.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The post-holder is expected to undertake their duties and responsibilities commensurate with the nature, level and scope of this post and to work flexibly within the agreed hours to ensure that the needs of the Business and its service-users can be met.