

FUNDING & PARTNERSHIPS OFFICER (FEMALE)

JOB DESCRIPTION

Job Title:	Funding & Partnerships Officer
Salary:	£28,374 - £29,520 per annum (salary will be set dependent upon qualifications and experience)
Hours:	37 hours per week
Location:	SWA Women's Centre, Civic Centre, Riverside, Stafford (Office based with a requirement to travel throughout Staffordshire, occasional home working)
Responsible to:	Business & Finance Manager
Key relationships:	CEO, Colleagues, Trustees, Stakeholders, Volunteers and Service Users.
Overview of Role:	This role is responsible for supporting the growth, development, and long-term sustainability of Staffordshire Women's Aid through effective fundraising, partnership development and volunteer engagement.
Job Purpose:	<p>The postholder will contribute to the delivery of the charity's fundraising strategy and income targets by developing and expanding community fundraising initiatives, maximising local support and donations, and building strong, positive relationships with funders, donors, and corporate partners. The role will also engage with community groups, businesses, and the wider public to raise awareness of, and promote, the work and impact of Staffordshire Women's Aid.</p> <p>The postholder will lead on the recruitment and induction of volunteers, ensuring a positive and inclusive entry into Staffordshire Women's Aid. In this role you will build organisational capacity and enhance the ways in which Staffordshire Women's Aid responds to the needs of service users.</p> <p>The role includes attending and supporting events, meetings, and community activities, some of which take place outside of core office hours, including evenings and weekends.</p>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

JOB DETAILS

Core Requirements & Responsibilities

- To work as a committed member of the Staffordshire Women's Aid team.
- To support the values and mission of Staffordshire Women's Aid, and to work in alignment with Staffordshire Women's Aid's Policies and Procedures.
- To take all possible steps to ensure the safety and confidentiality of service users, staff and volunteers of Staffordshire Women's Aid.

Fundraising and Income Generation

- To support the delivery and continuous development of the charity's fundraising strategy, contributing to the achievement of income generation targets across multiple income streams.
- To identify, research, and develop new fundraising opportunities, including community, corporate, individual giving, trusts and foundations.
- To develop and promote a legacy fundraising programme, including:
 - Designing and delivering engaging legacy campaigns.
 - Building relationships with supporters interested in leaving a gift in their will.
 - Developing partnerships with local solicitors, will writers and financial advisers to raise awareness of legacy giving and encourage referrals.
- To proactively build and nurture partnerships with local businesses and community organisations, generating financial and in-kind support.
- To plan, organise, and deliver a varied calendar of community fundraising events and activities, working closely with fundraising volunteers and supporters, ensuring:
 - Compliance with health and safety requirements.
 - Completion of risk assessments.
 - Adherence to organisational policies and procedures
- To promote and support third-party fundraising events and challenge activities (e.g. marathons, walks, cycling challenges), using multiple promotion channels to recruit participants and maximise income and awareness.
- To deliver high-quality donor and supporter stewardship, ensuring excellent relationship management, timely communications and recognition to maximise long-term engagement and loyalty.
- To assist in the development and submission of funding applications to local trusts, foundations, businesses and statutory funders to support service sustainability and growth.

Partnerships and Stakeholder Engagement

- To increase awareness of Staffordshire Women's Aid through talks, presentations and community engagement with local organisations, schools, public services and businesses.
- To represent Staffordshire Women's Aid at public events, meetings and networking opportunities, acting as a positive ambassador for the organisation.
- To design and produce engaging promotional materials and consistent multi-channel content, including social media campaigns and a quarterly Supporters Newsletter.
- To manage and monitor supporter communications, including social media enquiries and the supporters' inbox, ensuring professional and timely responses.
- To work closely with the Donations Co-ordinator and local community supporters to secure donations of food, clothing, toiletries, household items and seasonal essentials that directly support service users and their families.
- To support the planning and promotion of seasonal donation campaigns, including Christmas appeals, Easter/summer holiday essentials and emergency provision.

Volunteer Management

- To lead on the recruitment and induction of SWA volunteers, and coordinate their access to training, ensuring a positive, inclusive and supportive volunteer experience.
- To coordinate and support the delivery of structured volunteer induction and training, working with the Training Coordinator and Service Managers to ensure volunteers are equipped, confident and well-supported in their roles.
- To work closely with service managers to identify operational needs and develop meaningful volunteering opportunities that enhance service delivery and organisational capacity.

Compliance, Quality Assurance and Data Protection

- To ensure compliance with relevant fundraising legislation, regulatory requirements and best practice, including GDPR and the Fundraising Regulator's Code of Fundraising Practice.
- To maintain accurate records of fundraising income, volunteer engagement, donor relationships and in-kind donations.

Safeguarding and Equalities

- To maintain an awareness of Safeguarding and EDI legislation and to provide support with monitoring of complaints and issues as and when required.

Training and Professional Development

- Maintain awareness of current issues and legislation related to Violence Against Women and Girls (VAWG).

- Participate in training, workshops, and conferences as directed by the Business and Finance Manager to support ongoing professional development.

Collaboration and Flexibility

- To share responsibility for covering the Help Line during office hours as required, making sure there is cover throughout the day when needed.
- The role includes attending and supporting events, meetings and community activities, some of which take place outside of core office hours, including evenings and weekends.
- Attend team and service meetings as required and collaborate with colleagues in achieving team and organisational objectives.

Variation Clause

Staffordshire Women's Aid reserves the right, following consultation with the member of staff, to vary, add or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board of Trustees and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal.

It is in the nature of the work of Staffordshire Women's Aid that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work.

Please be aware that you will be required to undertake a DBS check and may be required to undertake additional security checks to work in some settings.

A full driving licence and access to a vehicle are essential requirements, as the role involves travel across Staffordshire.

General Information and Conditions of Service

- 28 days holiday per year, plus statutory holidays.
- Staffordshire Women's Aid contributes a sum equivalent to 3% of the annual salary to the company pension scheme.
- Overtime is unpaid; time off in lieu is to be taken in consultation with line manager.



Funding and Partnerships Officer

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications & Training			
1. GCSE (or equivalent) in English and Maths.	✓		AF/I
2. Relevant qualifications or professional experience in fundraising, community engagement, marketing or similar.		✓	AF/I
3. Evidence of Continued Professional Development (CPD) in fundraising or VAWG sector.		✓	AF/I
Experience			
4. Experience in fundraising, community engagement or partnership development.	✓		AF/I
5. Experience in planning and delivering events or fundraising activities.	✓		AF/I
6. Experience of developing a variety of income streams (e.g. community, corporate and individual giving)	✓		AF/I
7. Experience of legacy fundraising and making small grant applications.		✓	AF/I
8. Experience of building and maintaining positive and professional relationships with a wide range of stakeholders (e.g. donors, funders, volunteers, community groups and businesses).	✓		AF/I
9. Experience of developing and managing social media or digital content using relevant digital tools.	✓		AF/I
10. Experience of recruiting, supporting or coordinating volunteers in the delivery of activities or services.	✓		AF/I
11. Experience of marketing, brand awareness or external communications.		✓	AF/I

Knowledge & Skills			
12. Strong written and verbal communication skills, including the ability to produce high-quality written materials (e.g. funding applications, reports and digital content) and deliver engaging presentations to a range of audiences.	✓		AF/I
13. Strong networking and partnership-building skills, with the ability to influence and engage stakeholders across VCSE, public and private sectors.	✓		AF/I
14. Knowledge of fundraising principles, supporter engagement and donor stewardship.	✓		AF/I
15. Strong organisational and problem-solving skills, with the ability to prioritise workload, manage competing demands and deliver work to deadlines.	✓		AF/I
16. Strong attention to detail, with the ability to analyse information and produce accurate, high-quality work.	✓		AF/I
17. ICT proficiency, including Microsoft 365 and digital/social media tools.	✓		AF/I/T
18. Ability to gather and use research to inform funding applications and support service development.	✓		AF/I
19. Knowledge of GDPR, confidentiality requirements and the Code of Fundraising Practice.	✓		AF/I
20. Knowledge of the charitable sector, including key challenges, legislation and best practice, with a commitment to continuous learning.		✓	AF/I
21. Knowledge of Domestic and Sexual Violence and the wider VAWG agenda.		✓	AF/I
22. Knowledge of local networks, services and community resources within Staffordshire.		✓	AF/I
Personal Attributes & Other Requirements			
23. Commitment to the values and mission of Staffordshire Women's Aid	✓		AF/I
24. Proactive, organised and able to work independently and as part of a team.	✓		AF/I
25. Demonstrates tact, diplomacy and a professional and approachable manner.	✓		AF/I
26. Strong interpersonal skills with the ability to engage a range of stakeholders.	✓		AF/I
27. Willingness to work evenings/weekends as required. (Toil provided)	✓		I
28. Full UK driving licence and access to vehicle.	✓		AF/I