



# Job Advertisement

## Trust Fundraising Officer

**Role: Permanent, Part-Time (15 to 22 hours per week or 2-3 days per week)**

**Location: working across Bognor and Chichester offices**

**Salary: up to £25,165 (pro rata/WFE)**

An exciting opportunity has arisen at My Sisters' House Women's Centre for a Trust Fundraising Officer to join our small but extremely dynamic team. Working as part of the Fundraising and Communication Team, applicants should be educated to 'A' level or equivalent or be able to demonstrate relevant experience.

Ideally, candidates should have:

- Minimum 2 years fundraising for charity including specialised knowledge of trusts and grants fundraising and management
- Resilience and adaptability with a passion to see women's lives transformed
- Ability to act with integrity and accountability
- Outstanding communication and interpersonal skills
- Excellent organisational and problem-solving ability
- Knowledge and understanding of GDPR, confidentiality, Safeguarding, Equality, Diversity and Inclusion, and the promotion of equalities
- IT literate and confident with using technology including databases and Microsoft Office 365

Currently, the Fundraising and Communications team comprises one full-time Senior Fundraising and Communication Manager and one part-time Marketing and Communications Officer.

There is a strong commitment within My Sisters' House to invest in this important area of work and the Trust Fundraising Officer - working closely with their Line Manager - will play a significant part in shaping the future of the team. If you are seeking a new challenge in your career then this could be the job you've been looking for!

Applicants need to be able to work flexibly as the role will require occasional evening and weekend work to support the wider Fundraising and Communications Team, when required.

**The post is subject to enhanced DBS Disclosure.**

If you would like to find out more about the role before applying, please contact: Marcia Nguyen, Senior Fundraising and Communications Manager on [marcia.nguyen@mysistershouse.info](mailto:marcia.nguyen@mysistershouse.info) or call 01243 697800. To apply for this role, please submit a covering letter and your current CV. Please explain why you are interested in the role and how your skills and experience make you a suitable candidate.

**Closing Date for applications is Friday 12<sup>th</sup> October 5.00pm**

**Interviews to be held week commencing 21<sup>st</sup> October 2024**