



Job Description

Job Title	Trusts Fundraising Officer
Department	Fundraising, Marketing and Communications
Responsible to	Chief Executive Officer
Reports to	Senior Fundraising and Communications Manager
Disclosure and Barring Service (DBS) Check Required	Enhanced DBS with Adults Barred List
<p>BACKGROUND INFORMATION</p> <p>My Sisters' House (MSH) provides independent, trauma-informed frontline services to local women of any age. Services are gender-specific, holistic, and community-based, and offer tailored advice, support, information, and signposting, as well as individual casework and group work.</p> <p>The focus is to increase safety, reduce fear and isolation, and, where relevant, to support self-identifying women who want to develop the skills, experience and confidence needed to move into training, education, volunteering, or employment.</p> <p>Owing to the gender specific nature of My Sisters' House service provision, being female is a genuine occupational requirement under Paragraph 27, Schedule 3 of the Equality Act 2010.</p>	
<p>JOB PURPOSE</p> <ul style="list-style-type: none"> To develop and manage the operational plans for the charitable trusts and statutory income programme To manage and develop professional relationships with charitable trusts and grant-making bodies 	
<p>SCOPE OF ROLE</p> <ul style="list-style-type: none"> To deliver the operational targets set for the charitable trusts and statutory income programme To support the Senior Fundraising Officer in the delivery of the trust fundraising plan 	
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> Manages the development, monitoring and review of the charitable trusts and statutory income operational plans Liaises with Line Manager and other team members to have input into the on-going fundraising strategy, operational plans and budgets Develops applications for tendering and funding opportunities, provides tailored reports and organises key events and projects, as required Undertakes in-depth research and analysis and investigates and plans initiatives and opportunities for new and existing sources of income not currently maximised Works with other departments in the charity to develop funding proposals including budgets for project and core funding Liaises with Finance and other departments to encourage and promote early discussion and analysis of work in need of funding Develops and maintains a "Wish List" of capital items required across the organisation Contributes to reporting of progress towards meeting relevant strategic and operational goals 	

- Communicates clearly and regularly with their Line manager and colleagues
- Represents MSH at external events, as required
- Promotes the MSH culture of excellent service provision to multi-disadvantaged women
- Contributes towards ensuring that MSH's exposure to risk is minimised through safe practice and awareness of health and safety and infection control
- Challenges the department/service to make continuous improvement
- Ensures high standards of performance and delivery
- Takes responsibility for continuing professional development
- Treats colleagues, volunteers and clients with respect and values their contribution
- Works within agreed MSH policies, procedures and guidelines

KEY WORKING RELATIONSHIPS

The main internal and external contacts the post holder will work with includes (but is not exclusive to):

Line Manager and MSH colleagues - To communicate clearly and to work collaboratively to share information and lessons learnt.

Trustees, volunteers, and donors - To ensure a positive message is communicated about MSH services.

PERSON SPECIFICATION: SKILLS & EXPERIENCE

Essential:

- Minimum 2 years fundraising for charity including specialised knowledge of trusts and grants fundraising and management
- Educated to A level standard or equivalent; relevant fundraising qualification or equivalent experience
- 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
- Strong work ethic
- 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

Desirable:

- Experience of broader fundraising disciplines
- Experience of working with women who are subject to multiple disadvantages, including substance misuse and mental health needs and challenges
- Full UK driving licence

STANDARDS AND EXPECTATIONS

Policies and Procedures

All employees are expected to follow MSH policies, procedures, and guidance as well as professional, statutory, and legal standards and guidelines.

Confidentiality and Data Protection

All employees should be aware of the confidential nature of the MSH environment and/or their role. Any matters of a confidential nature relating to clients, their relatives, staff, or volunteers must not be divulged to any unauthorised person. Staff should make themselves aware of the requirements of the Data Protection Act 2018 and follow MSH procedures to ensure appropriate action is taken to safeguard confidential information.

Health and Safety

All employees are required to take reasonable care for their own health and safety and that of others who may be affected by the employee's acts or omissions; all employees should ensure that statutory regulations, policies, codes of practice, safety and good house-keeping rules are adhered and attend training, as required.

Safeguarding and Mental Capacity

All employees have a responsibility to safeguard and promote the welfare of adults, children and young adults. It is essential that all safeguarding concerns are recognised and acted on appropriately in line with the policies and training. All employees must ensure they always act in the best interests of any person lacking mental capacity.

Equality, Diversity and Inclusion

MSH recognises and encourages the valuable contribution that people from all backgrounds and experiences bring. Employees will treat all individuals based on merit and without prejudice.

Training

MSH is committed to offering training and support to all employees. The post holder will be required to attend mandatory training, other training where appropriate, participate in supervision, annual appraisals, and development reviews.

Volunteer Assistance

MSH has the advantage of being supported by volunteers. If a volunteer is assigned to assist an employee, they will still retain responsibility for the requirements of this job. At all times, employees will be expected to treat volunteers with respect and value their contribution.

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad nature of the duties involved in the role and needs to be flexible to cope with the changing needs of the job and of MSH service delivery.