

# woman's Trust

recovery from domestic abuse

PO Box 70420, London NW1 7QL

Tel: 020 7034 0303/0304

## **Fundraiser**

**Salary: £26,000 - £30,000 pro rata**

**subject to experience**

**Hours: 35 hours per week**

**Location: London NW1**

**Closing date: Wednesday 5 March 2025**

**5pm**



[www.womanstrust.org.uk](http://www.womanstrust.org.uk)



February 2025

Dear Applicant

Thank you for your interest in the role of Fundraiser for Woman's Trust.

Please note, this post is open to female applicants only – Schedule 9, Part 1 of The Equality Act 2010 applies.

To apply, please provide your CV and a personal statement that outlines how you meet the person specification. These should be returned to [recruitment@womanstrust.org.uk](mailto:recruitment@womanstrust.org.uk), with 'Fundraiser– Your Name' in the subject bar.

You need to address each of the criteria in the person specification below, providing actual examples of what related work/experience/skills you have. If you are unsure whether you meet the criteria, please call our office and we will be happy to help.

In your email, please provide us with the details of two referees. We require their name, contact information (including email), and relationship to you. One of these should be from a current or previous employer. Referees will not be contacted until an offer of employment is made.

The closing date is **Wednesday 5 March 2025 at 5pm**. Interviews to be held week commencing 10 March 2025 (subject to change).

Unfortunately, Woman's Trust resources are limited and therefore only successful applicants will be notified. If you have not heard from us within two weeks of the closing date your application has been unsuccessful.

I look forward to receiving your application,

Warm regards,  
Susanne Ames  
Head of People & Operations

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## Fundraiser

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<b>Job Title</b>	Fundraiser
<b>Hours</b>	Full time (35hrs/wk.)
<b>Salary</b>	£26,000 - £30,000 per annum FTE, depending on experience plus 3% matched pension contribution from 3rd month of employment onwards, 25 days A/L pro rata
<b>Length of contract</b>	Permanent
<b>Location</b>	Woman's Trust Office, 37 Chapel Street with hybrid working available. At least 50% of working week to be spent in the office.
<b>Reporting to</b>	Head of Fundraising & Development
<b>Key Relationships</b>	Head of Fundraising & Development; Senior Trust & Foundations Manager; Data, Finance & Clinical teams.
<b>Job Purpose</b>	To support Woman's Trust in achieving its annual fundraising target by securing new trust, and statutory income, and sustaining new and existing funding.

## Responsibilities

### 1. Fundraising

- 1.1 First year income target approx. £150 -£200K.
- 1.2 To ensure that all funding applications/tender submissions/proposals/asks are researched, developed and presented to the highest possible competitive standard with all relevant and appropriate information requested, including budgetary and statistical user information.
- 1.3 Ensure that all applications are submitted in a timely manner.
- 1.4 Ensure that all funding applications made, match the criteria specific to each funder.
- 1.5 Develop or support, appropriate partnership bids with other service providers.
- 1.6 To develop community and event fundraising at Woman's Trust, creating a strategy and timeline.
- 1.7 Stewarding supporters – building donor journey and continued engagement.
- 1.8 Work closely with the fundraising team to ensure that targeted funding is secured.

### 2. Communications

- 2.1 Ensure that all fundraising queries are responded to quickly.
- 2.2 Build effective relationships with key funders.
- 2.3 Present the organisation and its work clearly and effectively to all funders.
- 2.4 Support the creation of engaging marketing material and the Annual Report.

**3. Reporting**

- 3.1 Work with the fundraising, clinical, finance, data teams and the CEO to steward awards effectively and report as required, meeting reporting deadlines.
- 3.2 Support other members of the fundraising team in reporting.

**4 Strategy and Development**

- 4.1 Support the development and costing of projects for fundraising.
- 4.2 Support the development and implementation of the annual fundraising strategy and a pipeline for applications.
- 4.3 Identify, create and maintain, a comprehensive database of potential trusts, foundations, corporates, statutory funding opportunities, donors and procurement portals donors, whose giving matches the aims and objectives of the organisation and its strategic plan.
- 4.4 Support co-ordination and maintenance of all systems and record keeping relevant to the fundraising function, ensuring that confidential files are properly secured.
- 4.5 Support the recruitment and management of fundraising volunteers.
- 4.6 Support organisational awareness of key strategy, development and research relevant to domestic abuse.

**5 General**

- 5.1 To represent Woman's Trust at meetings and conduct all work in a way which reflects the aims and principles of Woman's Trust.
- 5.2 To abide by Woman's Trust's policies.
- 5.3 Participate in individual line-management supervision.
- 5.4 Attend relevant training as agreed by the Board of Trustees.
- 5.5 Undertake other duties as reasonably requested by your line manager, CEO or Trustees.

**Person Specification**

**ESSENTIAL**

**EXPERIENCE**

- 1.1 Relationship management experience.
- 1.2 Bid writing experience.
- 1.3 Experience of prospecting for opportunities which led to successful funding outcomes.

**KNOWLEDGE**

- 2.1 Awareness of domestic abuse issues including its effects on women and children.
- 2.2 Understanding of the issues of confidentiality and record-keeping and the ability to put this into practice.
- 2.3 Understanding and awareness of anti-discriminatory issues and practice.

**SKILLS**

- 3.1 Excellent writing and communication skills – in person, on the telephone, in writing and in meetings.
- 3.2 Excellent interpersonal and team working skills.
- 3.3 Excellent numerical and financial analysis skills.
- 3.4 Excellent research skills and ability to understand and distil complex information quickly and accurately.
- 3.5 Ability to propose, initiate and develop new ideas.
- 3.6 Good organisational skills and ability to work on own initiative – prioritising work, setting and meeting targets and deadlines.
- 3.7 Ability to critically evaluate own work and pay attention to detail.
- 3.8 Ability to manage own admin and maintain Woman's Trust's systems.
- 3.9 Ability to use Microsoft word, Access, Outlook, Excel, PowerPoint and the internet or ability to develop these skills.
- 3.10 Ability to work remotely, cope under pressure, and self-care.

**ATTITUDES**

- 4.1 Outgoing, proactive approach to day-to-day responsibilities.
- 4.2 A commitment to working within Woman's Trust's ethos.
- 4.3 A commitment to anti-discriminatory practice and a willingness to implement Woman's Trust's Equal Opportunities policy at all levels.
- 4.4 Sensitivity to the circumstances and needs of clients and commitment to working to empower women who have experienced domestic abuse to make choices and decisions for themselves.

**DESIRABLE**

- 5.1 Knowledge and experience of the financial and legal requirements of a medium sized charity.
- 5.2 Knowledge of the range of statutory and voluntary agencies and services with which women experiencing domestic violence and abuse might come into contact.
- 5.3 Knowledge of institutional donors, foundations and grant making charities relevant to domestic abuse, social care, and/or health setting.