

JOB DESCRIPTION & PERSON SPECIFICATION

Post:	Fundraising & New Initiatives Manager
Responsible to:	CEO
Line Management of:	Up to 3
Hours:	28 hours per week
Remuneration	FTE £41,600 per annum (£33,280 pro-rata)
Location:	East Oxford
Holiday:	25 days plus bank holidays plus 3 days for Christmas Close
<p>Refugee Resource provides psychological, social and practical support for refugees, asylum seekers and vulnerable migrants to help them heal from trauma and suffering and to build new lives as part of Oxfordshire's diverse community.</p>	
Mission & Values	<p><i>We believe in working compassionately & holistically with refugees & vulnerable migrants to help relieve mental and emotional distress, enable them to rebuild their lives & integrate successfully into their new communities.</i></p> <p>Values: Compassion and empathy; Inclusiveness (client-centred); Flexibility and responsiveness; Non-judgemental and non-condemnatory; Recognition of the intrinsic value of all individuals.</p>
<p>Standard DBS check is required for this role</p>	
<p>Purpose of Post</p> <p>To build, lead and continually strengthen the charity's ability to secure financial support from the public, companies and corporate bodies, trusts, and grant makers across the UK. The post holder will also explore new markets.</p>	
<p>Key Responsibilities</p>	
<p>1. Strategy and planning</p> <ul style="list-style-type: none"> • Lead the annual fundraising planning process to produce effective strategies to achieve income targets across various revenue streams. • Work with the Management Team to develop long-term strategies that align with the organisation's goals. • Identify new income streams and develop strategies to access these funds. <p>2. Financial Planning and Budget Management</p> <ul style="list-style-type: none"> • Produce cost-effective budgets to achieve action plans and maintain income and expenditure tracking systems. • Manage a fundraising team to meet income targets and ensure budget adherence. • Oversee grant, trust income, and donation programs, ensuring high-quality proposals and reports are produced. • Develop and roll out fundraising strategies, including recruitment and development of new funders, grants, and donors. <p>3. Partnership and New Initiatives Development</p> <ul style="list-style-type: none"> • Actively network and develop relationships to generate income and enhance the organisation's profile. • Lead on funder management, developing new initiatives, reporting, and keeping updated on funding opportunities. • Prospect for potential supporters and lead bid writing and proposal development. • Represent Refugee Resource at relevant forums, meetings, and conferences to explore funding and partnership opportunities. • Gather and use research and data to strengthen stakeholder relationships and identify growth opportunities. 	

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4. Fundraising and New Initiatives Execution

- Lead on writing bids, funding applications, and scoping new business initiatives.
- Coordinate and oversee fundraising volunteers and associated committees.
- Identify and develop growth areas within key criteria, ensuring consistent delivery across the organisation.
- Implement quality assurance reviews to monitor and improve reporting and deliverables.
- Prepare reports for funders and stakeholders, ensuring compliance with MEL (Monitoring, Evaluation, and Learning) requirements.

5. Marketing and Communications

- Manage the Marketing & Fundraising Coordinator, leading the development and delivery of a marketing and communications strategy.
- Oversee all communication channels, ensuring content is current, relevant, and on-brand.
- Oversee the production of marketing materials and client literature, collecting high-quality content to enhance communications.
- Promote Refugee Resource through social media, press releases, and external events.
- Participate in external events, such as talks, stalls, and Refugee Week activities, potentially during evenings and weekends.

6. Leadership and Management

- Work as part of the senior management team.
- Collaborate closely with key personnel to meet contractual obligations and support new partnerships.
- Provide leadership and model positive behaviours for staff and volunteers.
- Participate in and, when necessary, chair team meetings and away days for strategic planning.
- Ensure compliance with data protection, confidentiality, health and safety, and safeguarding policies for children and vulnerable adults.

7. Miscellaneous

- Accept responsibility for personal learning and professional development.
- Maintain a basic understanding of issues affecting refugees and asylum seekers, including mental health issues.
- Perform other duties as required, commensurate with the role.

What we will do to support this role

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard
- A full induction

Review Arrangements

This job description reflects the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Where required, Refugee Resource reserves the right to amend this job description as necessary, to reflect any changes to the job.

Refugee Resource is an equal opportunities employer and is committed to promoting equality and social inclusion.