



Revival - Wiltshire RASAC
PO Box 4157, Trowbridge, Wiltshire BA14 4AW
Business Administration: 01225 777 562 Counselling Enquiries: 01225 751 568
admin@revival-wiltshirerasac.org.uk appointments@revival-wiltshirerasac.org.uk
www.revival-wiltshirerasac.org.uk

REVIVAL – WILTSHIRE RASAC

TITLE OF POST: FUNDRAISING AND SERVICE STANDARDS OFFICER (DUAL ROLE)

- Salary:** National Joint Council SO2 - £34,834 – £36,638 pro rata depending on experience
- Pension:** Revival - Wiltshire RASAC contributes to a workplace pension scheme
- Hours:** 28 hours per week. Some evening and weekend work may be necessary.
- Contract:** Permanent
- Probation:** Six months
- Annual Leave:** 28 days per annum on appointment with annual incremental increases
- Place of Work:** Trowbridge – with opportunity for some hybrid working
- Travel:** The post holder will be expected to travel for which an agreed mileage allowance will be paid.
- Responsible to:** Centre Director
- Main Contacts:** Management Committee, Members, Funders, Staff/Volunteers, Freelance Workers, Service User Advisory Group
- Job Purpose:** Working collaboratively within the ethos of Revival - Wiltshire RASAC, the postholder will bring a mature and flexible approach to this dual-purpose role:
- Leading on development and implementation of Revival-Wiltshire RASAC's Funding Strategy
 - Leading on the implementation of UKAS National Service Standards

MAIN RESPONSIBILITIES:

Fundraising:

- Lead on the implementation of Revival-Wiltshire RASAC's Funding Strategy
- Build and maintain a directory of funding opportunities including trust funds, donations, community fundraising and legacy giving
- Develop funding bids and responses to tenders
- Build and maintain a directory of community fundraisers
- Provide support for community fundraisers ensuring retention and development of supporters
- Maintain accurate records of funding bids and outcomes
- Work with the Information Support Worker to ensure effective monitoring of service outcomes to provide feedback to funders and to support funding applications

Service Standards:

- Lead on the implementation of UKAS National Service Standards
- Identify policy development areas and support development of appropriate policies and procedures to meet relevant service standards criteria
- Compile evidence to support implementation of Service Standards
- Maintain accurate records of progress in implementing the Service Standards
- Support the Centre Director to ensure all staff and volunteers are aware of the Service Standards and associated policies and procedures
- Provide updates to the Centre Director on progress

General

- Be familiar with all aspects of the organisation's work
- Work in a flexible manner as a member of a team and be responsive to changing needs
- Provide office cover as needed
- Undertake appropriate training to enhance skills as required
- Working within the policies and procedures of Revival - Wiltshire RASAC and demonstrate a commitment to the values and ethos of the charity
- Maintain high levels of confidentiality
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder
- Work collaboratively with the Centre Director and other staff members to ensure full cover of the office and premises throughout the year, undertaking some of their duties in their absence

FUNDRAISING AND SERVICE STANDARDS OFFICER
PERSON SPECIFICATION

| Any offers of appointment will be conditional on the candidate committing to completing training in those areas deemed to be essential to the post if they do not already meet the required standard | Essential | Desirable |
|--|------------------|------------------|
| Education, qualifications and training | | |
| Good standard of education to degree level or equivalent | ✓ | |
| Relevant fundraising experience | | ✓ |
| Employment History | | |
| Relevant previous or current employment/work experience | | ✓ |
| Skills and experience | | |
| Proficient at using IT including Microsoft 365 | ✓ | |
| High standards of practice and presentation of work | ✓ | |
| Effective communication skills, written, verbal and telephone | ✓ | |
| Experience of working with volunteers | | ✓ |
| Experience of data management and data protection standards | | ✓ |
| Experience of Quality Assurance Standards and compliance | | ✓ |
| Finance and budgeting skills | | ✓ |
| Personal Attributes | | |
| Ability to work successfully within a small team | ✓ | |
| Ability to work on own initiative within policies and procedures | ✓ | |
| Ability to prioritise workload and work to deadlines under pressure | ✓ | |
| Ability to establish and maintain effective relationships with a wide variety of people | ✓ | |
| Knowledge of and commitment to Equality, Diversity & Inclusion | ✓ | |
| Knowledge of the nature and impact of sexual violence and abuse | | ✓ |
| Willingness to embrace trauma informed practice | ✓ | |
| Understanding of professional confidentiality and boundaries | ✓ | |
| Understanding of and commitment to service user empowerment | ✓ | |
| Working understanding of emerging policy and legislative framework for responding to the needs of victims of sexual violence and abuse, including Government Action Plans | | ✓ |
| Working understanding of factors influencing funding strategies for specialist third sector sexual violence and abuse services | | ✓ |
| Special requirements | | |
| Eligible to work in the UK | ✓ | |
| Willingness to undergo a Disclosure and Barring Service (DBS) check | ✓ | |
| Willingness and commitment to access training relevant to the role | ✓ | |
| Able to work unsociable hours and travel as required | ✓ | |