



Fundraising Manager (maternity cover)

JOB PACK

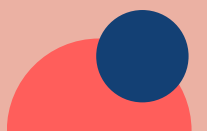


TABLE OF CONTENTS

01

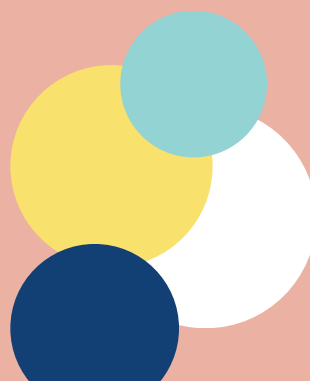
WORKING WITH US

02

JOB DESCRIPTION &
PERSON SPECIFICATION

03

HOW TO APPLY



ABOUT SLRA

SLRA is a frontline community organisation established in 1991 which supports refugees, asylum seekers and migrants in crisis in South London. We provide specialist legal advice and holistic casework to enable people to regularise their immigration status, access rights and entitlements and move on from destitution. Every year we provide support directly to over 1000 migrants in the London Boroughs of Lambeth, Merton, Croydon, Wandsworth, Southwark and beyond. Our support gives marginalised people access to justice and the opportunity to build a safe, stable and positive future.

Our services are shaped by our organisational values of Kindness, Agency, Inclusion and Respect, ensuring that our work remains person-centred and impactful. Our vision here at SLRA is of a community where migrants are welcomed and valued. Our trauma-informed and strengths-based approach to our clients and our work with them enables us to build trusting and strong relationships with local migrant communities and individuals.

SLRA recognises the strength and power of diversity, promotes equity and inclusion, and challenges racism and discrimination. Our staff team reflects these values and we encourage applications from people of all backgrounds. People with lived experience of the impact of the UK immigration or asylum systems are particularly encouraged to apply to join our team.

For further information about us, take a look at our [website](#)



Fundraising Manager (maternity cover)

Responsible to: CEO

Hours of work: 3 days (21 hours) or 4 days (28 hours) per week

Salary: £40,628 pro rata (£24,377 or £32,502)

Contract: 1 year fixed term contract (This is a maternity cover position. While the role is offered on a fixed-term basis, there may be opportunities for continued employment within SLRA, subject to funding and organisational needs)

Location: Hybrid

Purpose of the Role

We are seeking a confident, experienced and motivated Fundraising Manager to join our team. This is a key role in ensuring that we continue to secure the resources we need to provide our vital services and activities for refugees, asylum seekers and other migrants in South London. As Fundraising Manager for SLRA, you will play a pivotal role in implementing our fundraising strategy, building relationships with donors and exceeding fundraising goals. We are predominantly funded by Trusts and Foundations and you will be responsible for maintaining and expanding this funder base, while helping to diversify our income streams in order to ensure that established services and activities are sustained.

The benefits of working with us

- 25 days holiday per year pro rata (with 3 additional days when the office is closed at Christmas) plus bank holidays.
- Additional long service annual leave days up to a maximum of an additional 5 days per year.
- Flexible and family friendly working arrangements including compressed hours and school term time working.
- Time Off in Lieu for any additional hours worked.
- Pension scheme with 5% employer contribution.
- We are committed to staff learning and development. Each team member works with their line manager to develop their learning and development plan, and has an annual training budget and allocated development time to support this.
- We prioritise the protection and promotion of staff wellbeing with clear policies which support staff to learn, grow and be fulfilled through the work they do.
- Cyclescheme and travelcard loans.

Duties and responsibilities

- Build and maintain relationships with existing Trusts and Foundations contacts.
- Research and identify funding opportunities and approach Trusts, Foundations and other grant giving organisations
- Draft and submit high-quality, compelling applications and reports to funders, ensuring accuracy and relevance.
- Grow and develop relationships with prospective funders to increase unrestricted funds secured and project funding income.
- Work with team members to identify funding needs and opportunities for service development, including potential partnerships and collaborative projects.
- Monitor and review income from Trusts and Foundations and maintain accurate records of income and applications.
- Ensure all grant conditions, reporting requirements and payments schedules are effectively monitored and managed.
- Attend internal governance meetings and represent SLRA at events as required.
- Contribute to developing external communications in relation to fundraising and raising the profile of the organisation – including newsletters, website content and social media.
- Demonstrate SLRA's values of Inclusion, Respect, Agency and Kindness and uphold the Aims and Principles of SLRA.
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues
- Ensure that the Equity, Diversity and Inclusion and other SLRA policies are adhered to.
- Any other duties commensurate with the post

Additional Duties

- Some occasional evening and weekend work may be required.

Experience

Your experience can have been gained in a paid or unpaid (volunteer) capacity

Substantial experience of building relationships with, and securing funds from, Trusts and Foundations.	Essential
Experience of developing complex funding applications in collaboration with frontline staff and managers.	Essential
Experience of securing income through individual donors and community fundraising.	Essential
Experience of researching Trusts and Foundations and grant funding opportunities.	Essential
Experience of independently writing funding applications and preparing project budgets.	Essential
Experience of building strong and collaborative working relationships with colleagues.	Essential
Experience of providing line management or supervision to staff or volunteers.	Desirable
Personal, lived experience of the impact of the UK immigration or asylum system.	Desirable

Knowledge and Understanding

An understanding of and empathy for the challenges faced by migrants who are in crisis or at risk.	Essential
An understanding of the challenges and opportunities faced by small, local voluntary organisations in ensuring sustainability.	Essential
Excellent written and verbal communication skills in English	Essential
Ability to identify and develop new potential funding opportunities.	Essential
Ability to respond creatively to challenges.	Essential
Ability to work independently and effectively manage competing priorities and deadlines.	Essential
Excellent IT skills, including confidence in using databases, spreadsheets and communication platforms such as Mailchimp, Canva and Instagram.	Essential
Knowledge and understanding of the UK migration sector.	Desirable

HOW TO APPLY

How to apply

To apply for this post please complete and return the Application Form and Equal Opportunities Monitoring form on our [website](mailto:admin@slra.org.uk) to admin@slra.org.uk

We request contact details for two referees from previous paid or voluntary roles. The successful candidate will also be required to complete an enhanced DBS check, paid for by SLRA.

Closing date for applications: 9am on Monday 21st September (please note that we will close the advert early if enough strong applications are received, so please apply promptly)

Online interviews to take place on Monday 28th and Tuesday 29th September, followed by second stage in-person interview on Friday 2nd October.

As an organisation working with migrants, we particularly welcome applications from people with lived experience of the impact of the UK immigration or asylum system. We guarantee an interview for all applicants with lived experience who meet the essential criteria for this post.

We recognise that some people experience barriers to employment and we want to make you aware of the following support which may be helpful.

Experts by Experience

If you have lived experience of the impact of the UK immigration or asylum system you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Support includes a free one-off mentoring chat for support with CV/Cover letters and interviews.

SCOPE - Support to Work Extra

SCOPE's Support to Work Extra service provides practical support to disabled people with all aspects of preparing and applying for jobs. You can register for support with CV writing, preparing for interviews and more.

Young Women's Trust

If you are a young woman aged 18-30 you can sign up to "Work It Out" for free support with the recruitment process.

Youth Employability UK

If you are a young person aged under 30 you can find tips on CV writing and interviews here.

