



Job information: Head of Fundraising and Communications

Summary

We're recruiting for a new Head of Fundraising and Communications to build on the growth we've experienced in recent years, and move us to the next level. This is a wide role and you won't be expected to be an expert at everything, so we are looking for someone with the knowledge, confidence and strategic approach to play to their strengths, while drawing in other expertise and capacity where needed. This is an exciting and inspiring opportunity for the right person, both in terms of the role itself, but also the key part you'll play in helping to enable women who have survived trafficking and other forms of violence to recover and rebuild their lives.

Job Location:	Hybrid (at least one day a week in London office)
Salary:	£40,000 - £42,000 pro rata (depending on experience)
Working hours:	Full-time or part-time, flexible for the right candidate
Contract:	Permanent
Reporting to:	Co-Director

An enhanced Disclosure and Barring Service check will be undertaken. Due to the nature of the work, this post is for women only.

Two reasons why you should join Ella's

1. You will make a difference: Ella's is a London-based organisation working with women who have survived trafficking and sexual exploitation. Join us, and be a crucial part of ensuring survivors have all they need to recover and build lives that are safe and free.
2. You will work in a great place: We are a passionate, growing organisation. Last time we asked, 100% said they would recommend Ella's as a place to work. As a team, we are strong, women-led, authentic, professional, fun and supportive of one another.



Job description and person specification

We're recruiting for a new Head of Fundraising and Communications to build on the growth and development we've experienced in recent years, and move us to the next level.

You will work closely with senior leadership to raise crucial funding, public support and awareness to underpin our organisational strategy, and with colleagues across the organisation to gather and communicate stories and information in a powerful and accessible way.

This is a 'doing' role as well as a senior one. It's also a wide role and you won't be expected to be an expert at everything, so we are looking for someone with the knowledge, confidence and strategic approach to play to your strengths and those of your team, while drawing in other expertise and capacity where needed.

This is an exciting and inspiring opportunity for the right person, both in terms of the role itself, but also the key part you'll play in helping to enable survivors to recover and rebuild their lives.

Key tasks

- Overall oversight of all streams of fundraising
- Line management of 1x Fundraising Officer and 1x Grants Lead
- Overall oversight of Ella's' communication channels
- Uphold brand and support others to work to brand
- Build and manage relationships, partnerships and connections to support Ella's' fundraising and communications
- Lead on fundraising and communications strategies and policies, and input into organisational strategies and policies
- Attend senior management meetings (weekly online), team check ins (weekly in-person) and other internal and external meetings online and in-person as required

Additional tasks

- Support with Monitoring and Evaluation
- Respond to media enquiries and requests
- Source and manage external suppliers as needed
- Copywriting and editing
- Design
- Support management and use of CRM database
- Other tasks as required by Co-Directors or by role

Person specification

	Essential	Desirable
Skills, knowledge and experience	<ul style="list-style-type: none"> ● A track record of excellence in relevant paid roles within registered UK charities. ● Working knowledge of all streams of fundraising, with direct experience in at least two of the following: trusts, foundations and statutory; individuals; philanthropy/major donors; community fundraising; corporates/business. ● Understanding of what makes a strong case for support. ● Understanding of the power of human stories, and how to gather and communicate stories that promote dignity and respect. ● Excellent written and verbal communication skills. ● Understanding of what constitutes high quality, effective charity comms (written and visual). ● Understanding of brand. ● Line management. ● Impact reporting (internal and external). ● Computer literacy. ● An understanding of strategy. ● Partnership and relationship building. 	<ul style="list-style-type: none"> ● Monitoring and Evaluation. ● Strategy writing. ● Events (fundraising events as well as thought leadership and exhibition stands etc). ● Interviewing skills. ● Media/press. ● Film. ● Copywriting, editing and proofreading. ● Design. ● Social media. ● Website CMSs. ● Website SEO knowledge. ● Speech/talk writing and editing. ● Digital marketing. ● Working with suppliers such as photographers and filmmakers, copywriters and designers, website developers. ● Public speaking. ● Brand management. ● Team leadership. ● GoogleSuite. ● Canva. ● Experience across charities of various sizes. ● Experience of working with funders in the anti-trafficking/VAWG sector. ● An understanding of issues surrounding sexual exploitation and trafficking.

Qualities	<ul style="list-style-type: none"> ● Initiative, and ability to manage varied workload. ● Willingness to get stuck in and 'do' as well as lead. ● Kind and sensitive to the needs of survivors in gathering and telling of stories. ● Able to work well with others. ● Organised and efficient. ● Ability to work in a growing, fast-changing organisation. ● Motivated by the cause. ● Commitment to follow the policies, procedures and ethos of Ella's, and to advocate on behalf of the organisation. 	
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How to apply

To apply for this role, please submit all of the following:

- Up to date CV
- Covering letter outlining your suitability for this role (no more than two sides of A4)
- Completed [equal opportunities online monitoring form](#). The information on this form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. This form is submitted online and does not need to be emailed with your application documents.

Please email recruitment@ellas.org.uk with your CV and covering letter and to let us know you have completed the online form before **30 September 9,00am.** Please use the subject 'Head of Fundraising & Comms' in your email. We will review applications as we receive them and may offer interviews before the closing date, so please apply quickly if you are keen.

It is intended that interviews will be held during October. Candidates will be invited to interview by email - please check your spam folder.

If you have queries about any aspect of this role or the appointment process, need additional information or wish to have an informal and confidential discussion then please email recruitment@ellas.org.uk Please also note that appointment to this role will be subject to a DBS check.

More about Ella's

Ella's is a London-based organisation working with women who have survived trafficking and sexual exploitation. Our mission is to do everything we can to ensure survivors have all they need to recover and build lives that are safe and free. Here is a summary of our main activities:

- We run five safe houses. This supported accommodation is crucial for survivors, until they are ready and able to live independently.
- We provide regular support for women and families in neighbourhoods across London, and many more further afield when they need us.
- We speak out on issues affecting the women we work with. We care deeply about survivors of trafficking and exploitation and want to see a world where these crimes are not tolerated.

Ella's is an equal opportunities employer. We encourage applications from all backgrounds and communities, as we believe having a diverse team adds value and positively impacts our service.

We actively encourage applicants from BAME backgrounds, LGBTQ+ applicants and those with disabilities. We are committed to equality and diversity within our organisation.

(Photos: Tom Price/Ella's)

