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Role

Fundraising Lead and Project Manager

About the Role

The Fundraising Lead and Project Manager will lead on all fundraising activity, applying strong knowledge and experience to secure the funding required to sustain SBS services. The successful candidate will have extensive experience of generating income through grant applications, commissioning bids and individual donors. She will also have experience of implementing strong grant and project management processes and in ensuring the successful delivery of key outcomes and targets.

This is a strategically important role which requires a confident communicator with outstanding writing skills. The successful candidate will apply a proactive and creative approach to translating complex information into compelling proposals and reports which inspire and influence funders to support our work.

The successful candidate will be critical, well-organised, thoughtful and analytical in her approach to producing high-quality work which consistently meets key SBS objectives. She will bring expertise and skills but also be willing to learn new areas and manage a dynamic and varied work load whilst working to extremely tight and competing deadlines. She will enjoy the challenge of working in a fast-paced environment whilst maintaining focus and professionalism at all times.

Passion, a one hundred percent commitment to the objectives and values of the organisation and collaborative working lie at the heart of SBS' work. The candidate will be expected to show initiative and be willing and able to work effectively and flexibly both independently and as part of a team.

Job Purpose

To lead and co-ordinate fundraising activities, including developing and implementing a strategy to secure funding from trusts, funds and commissioning processes.

To maintain robust grant management processes and produce comprehensive funding reports.

To co-ordinate and undertake project management arising from fundraising activities.

Responsible to

Director of Southall Black Sisters and Operations Manager.

Working with

Director, Finance, Operations and Advocacy Managers and other staff as required.

Supervising Staff

Programme Officer and volunteers working to assist fundraising activity.

Hours of Work

Full-time, 35 hours per week. Some evening and weekend work may be necessary including travel outside of London. Flexible working arrangements may be considered.

Salary Scale

Range from: £35,722 - £40736 (incl. OLV) depending on experience.

Commitment

The Fundraising Lead and Project Manager must be committed to the aims and objectives of Southall Black Sisters and to working in the voluntary sector generally.

Fundraising Manager Duties and responsibilities

1	Develop and manage, in collaboration with the Director and Senior Management Team, an effective fundraising strategy involving utilising and diversifying income streams.
2	Maximise income across all fundraising activities to meet agreed targets. This will include identifying new funding opportunities and developing these into successful bids.
3	Liaise, negotiate, prepare, finalise and submit grant applications to funding bodies, ensuring that they meet the grant criteria.
4	Prepare and submit grant activity reports to all funding bodies in accordance with the grant criteria.
5	Co-ordinate the collection of monitoring and evaluation data and its analysis for funding purposes.
6	Prepare and submit annual reports, business plans and funding related evaluations or reviews.
7	Respond to consultations and reviews on funding issues.
8	Manage and deliver projects, and attend meetings regarding projects funded via the London Violence Against Women and Girls (VAWG) Consortium.
9	Attend and respond to other funding related meetings or initiatives as required.
10	Work with the Finance Manager on budgeting and financial reports.

11	To proactively develop and maintain relationships with funding bodies.
12	Liaise with funding bodies and undertake paperwork for the release of grants or for grant agreements.
13	Manage and update databases to record donor contact and preference information.
14	Help to recruit, train and supervise any staff/assistants/volunteers involved in fundraising and project management work.
16	To produce regular reports and attend meetings with senior managers and when required, the SBS management committee and trustees for the purposes of supervision, reporting and developing fundraising strategies.
17	Assist in contributing to the development of the SBS website and other forms of communication to improve our donor base and publicity on the activities and evaluation of some projects.
18	Maintain an active interest in, and have current awareness of, local and national policy issues relevant to the work of SBS. This includes awareness of changes in laws that impact on fundraising.
19	Record, monitor, evaluate and report on activities and progress towards agreed outputs and outcomes to line managers and provide appropriate reporting to Southall Black Sisters.
20	Undertake all other work that maybe required by the director as and when necessary to secure funding.

Organisational Duties and Responsibilities

1.	Comply with SBS' ethos and values, to promote the work of SBS and further secure its reputation as one of the UK's leading organisations for Black and minority women.
2.	Comply with SBS safety requirements, including but not limited to keeping the premises clean and tidy and assisting with maintaining the premises to comply with health and safety procedures, when working from the office.
3.	Attend staff, management, training, supervision and other meetings when required.
4.	Assist in maintaining high standards in all aspects of the organisation's work; this includes complying with and promoting issues of confidentiality, equal opportunities and other policies and procedures of the organisation.
5.	Actively contribute to the organisation's cohesion, encouraging cross-team working and problem-solving approaches.
6.	Take a personal responsibility for keeping up to date with issues affecting Black and minority women and the work of the organisation.
7.	Work consistently with the SBS mission, strategic planning and policies, meeting goals and priorities agreed with line manager.
8.	Promote positive awareness of SBS and its activities and foster strong relationships with SBS members, contacts and partners.
9	Be self-servicing and keep on top of personal administration, assisting other colleagues when required.

10	Undertake any additional duties which will contribute to the smooth running of the SBS Centre, services and projects.
11	Participate in SBS activities when required.
12	Have a strong commitment to supporting equality, inclusion and the participation of users.

Person Specification

The person appointed to this post must demonstrate that she has the following general characteristics, skills, knowledge and experience. Essential Criteria is indicated by **(E)**

General

(E)	Commitment to the aims, objectives and working practices of SBS.
(E)	Knowledge and awareness of issues affecting Asian, African and Caribbean women, especially in respect of violence against women, state responses, racism and religious and cultural constraints.
(E)	Commitment to challenging poverty and all forms of inequality and injustice.
(E)	Commitment to creating and maintaining secular spaces necessary to build solidarity across different ethnic and religious backgrounds.
(E)	Be able and willing to work flexible hours, including weekends and evenings when required.
(E)	An understanding and commitment to shared responsibility in a team context and be able to put this into practice.
(E)	Strong knowledge of violence against women, equalities and human rights; and a genuine commitment to equality, diversity and non-discriminatory practice.

Experience

(E)	A degree or equivalent level professional qualifications.
(E)	A minimum of 3 years of experience and proven track record of generating income through a diverse range of grant providers including commissioning bodies, trusts, foundations and other funding bodies.
(E)	Experience of developing and maintaining key relationships with clients/trusts and foundations.
(E)	Demonstrable experience of meeting and/or exceeding financial targets.
(E)	An understanding of GDPR and data protection.
(E)	Experience of monitoring and evaluating projects and financial reporting.

Skills

(E)	An ability to understand, assimilate, analyse and summarise complex information and recommend options.
(E)	Excellent written and verbal communication skills to write and support funding applications and grant activity reports.
(E)	Be able to work on own initiative and as part of a team without close supervision.
(E)	Be able to work effectively under pressure including prioritising workload and meeting deadlines.
(E)	Strong IT skills including a working knowledge of Microsoft Office programs.
(E)	Be able to apply for and deal with competitive commissioning, grant making trusts, corporate bodies and other donors, including international and partnership projects.
(E)	Excellent interpersonal skills and the ability to quickly build rapport and effective working relationships with colleagues and grant making officers.
(E)	Strong attention to detail and a highly-organised approach to work.