



Job Description and Person Specification

JOB TITLE	Fundraiser/bid writer
SALARY	£26,000 to £28,000 pro rata (depending on skills and experience)
REPORTING TO	Chief Executive
RESPONSIBLE FOR	Fundraising volunteer/s
DURATION	12 months fixed term (possible extension subject to funding)
HOURS	14 hours (2 days) per week (0.4 FTE)
LOCATION	The post holder will work mainly from the Hibiscus office. There may be a requirement to travel occasionally across London and beyond to meet stakeholders.
JOB SUMMARY	<p>The Fundraiser is an exciting new post for Hibiscus. The post holder is responsible for maximising voluntary and charitable income to the organisation</p> <p>The main tasks are to research, design, prepare, draft and submit grant and funding applications to charitable trusts/foundations and other funding bodies to continue, extend and enhance the work of the organisation. You will be expected to work collaboratively with other staff to craft applications from project ideas to submission of applications.</p> <p>You will lead on the development and implementation of the fundraising plan.</p>
<p>KEY RESPONSIBILITIES Role specific</p> <p>1. Strategic and Developmental</p> <p>1.1 Increase funds by researching and appropriately submitting high quality applications whose criteria match our aims prioritising those which most closely match our strategic plan and likelihood of success.</p> <p>1.2 Update, improve and implement the fundraising strategy and implementation plan in consultation with the CE, and other senior staff/board members.</p> <p>1.3 Work with the Heads of Departments to identify suitable funding opportunities for new and ongoing projects</p> <p>1.4 Build and maintain positive relationships with potential partners and donors and deliver presentations to explain and promote the work of the organisation</p> <p>1.5 Promote the work of the organisation</p>	

2 Operational

- 2.1 Develop and manage systems that promote successful fundraising work while working closely with the Communications Coordinator to use all appropriate forms of media and digital technology.
- 2.2 Recruit, inspire and manage volunteer/s for fundraising.
- 2.3 Manage and maintain all information and records relating to fundraising on a database and ensure all data storage and usage complies with the Data Protection Act and GDPR rules from May 2018.
- 2.4 Ensure that targets set out in the fundraising strategy and plan are met or exceeded
- 2.5 Work independently and as part of a team while managing own workload.
- 2.6 Ensure all grant makers and donors are promptly thanked
- 2.7 Ensure potential and actual grant makers and donors are appropriately kept up to date

3 Personal/Professional Development and Training

- 3.1 To attend and prepare for regular line management meetings.
- 3.2 To participate in appraisals in accordance with Hibiscus policy.
- 3.3 To attend any other supervision.
- 3.4 To continue to develop fundraising skills.
- 3.5 To develop a broad understanding and awareness of developments in public policy and legislation regarding Foreign National women offenders and related subjects by attending relevant training courses and reading relevant materials.

4. Further Information

- 4.1 The post holder must at all times carry out duties and responsibilities with due regard to Hibiscus equal opportunities policies and procedures.
- 4.2 The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- 4.3 The post holder is required to fully familiarise herself with and comply with Hibiscus policies and procedures.
- 4.4 The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to her grade, that are not listed above, at the direction of her manager. This job description is a draft and may need to be reviewed according to the service delivery required by Hibiscus.

PERSON SPECIFICATION

Essential= E Desirable= D Interview= I Application form= A Test= T		E or D	A	I or T
Education/ Qualification	<ul style="list-style-type: none"> Relevant degree or qualification e.g. Certificate in Fundraising or Diploma in Fundraising through the Institute of Fundraising. 	E	A	
Skills/ Abilities	<ul style="list-style-type: none"> Able to influence others with excellent oral and written communication skills; 	E	A	I
	<ul style="list-style-type: none"> Able to write clear, articulate and persuasive proposals 	E	A	T
	<ul style="list-style-type: none"> Able to devise draft project budgets for funding applications 	D		T
	<ul style="list-style-type: none"> Able to work effectively on own initiative without direct supervision and as part of a team 	E	A	I
	<ul style="list-style-type: none"> Able to contribute to the development, evaluation and monitoring of the Hibiscus service. 	D	A	
	<ul style="list-style-type: none"> IT proficiency including Microsoft Office, Excel and Access or other comparable database to record fundraising activity. 	D	A	T
	<ul style="list-style-type: none"> A proactive attitude, drive and enthusiasm to carry out projects to conclusion. 	E	A	I
	<ul style="list-style-type: none"> Ability to build and maintain relationships and partnerships with a range of stakeholders 	E	A	I
	<ul style="list-style-type: none"> Able to work under pressure and meet deadlines 	E	A	I
	<ul style="list-style-type: none"> Good organisational and project management skills 	E	A	
	<ul style="list-style-type: none"> Resilience, particularly when faced with setbacks 	E	A	I
	<ul style="list-style-type: none"> Sensitivity to the needs of grant makers, donors and volunteers 	E	A	I
	<ul style="list-style-type: none"> Excellent administrative skills 	D	A	
Experience	<ul style="list-style-type: none"> At least 18 months' work in a fundraising capacity 	E	A	
	<ul style="list-style-type: none"> Demonstrable experience of successful fundraising and meeting targets 	E	A	I
	<ul style="list-style-type: none"> Experience of developing proposals 	E	A	I
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of the needs of our clients 	D	A	
	<ul style="list-style-type: none"> Thorough understanding of confidentiality issues and the rules surrounding data protection in respect of fundraising. 	E	A	I
	<ul style="list-style-type: none"> Understanding and commitment of the principles of equality and diversity. 	E	A	I
Other Requirements	<ul style="list-style-type: none"> Committed to human rights and social justice 	E	A	I
	<ul style="list-style-type: none"> A willingness to carry out a range of administrative tasks 	E	A	
	<ul style="list-style-type: none"> Interested and motivated to further own skills and knowledge 	E	A	