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**Action Against Stalking**

**Trusts & Foundations Officer Vacancy**

Action Against Stalking (AAS) was established as a national charity in 2014 by its Founder/Chief Executive Officer, Ann Moulds, following her successful *Campaign Action Scotland Against Stalking*, which led to the introduction of the ‘Offence of Stalking’, Section 39 Criminal Justice & Licensing (Scotland) Act 2010. The charity champions the voice of stalking victims, provides a free and specialised service to victims and engages with the communities to promotes greater awareness and resilience across the country.

This is an exciting time to join AAS. We are now better recognised as lead for developing responses to stalking and continue to receive Scottish Government funding for this work. Our success has led to increased awareness and demand for its services have more than doubled in the past year. Be part of the dynamic team establishing ground-breaking developments for AAS to be an even stronger voice for victims of stalking.

We are recruiting a Trusts & Foundations Officer who will use their energy, initiative and creativity to increase our momentum and impact on stalking-victim support services and help build sustainability of the charity. Applicants will assist in championing the voice of victims of stalking; use energy and drive to contribute to raising the profile of the charity; have the ability to create effective working partnerships, and creativity and success in raising income in a diverse way. This is a part-time and fixed-term post, funded till the end of June 2022. The post may develop and be extended, subject to securing continued funding and satisfactory delivery of the key result areas.

**APPLICATION**

Please go to <https://www.actionagainststalking.org/jobs> for the Information Pack and Application Form.

To apply for this post, please forward the completed AAS Application Form and covering letter stating how your experience and skills match the Key Result Areas and Essential Person Specification, to [Gordon.Walker@actionagainststalking.org](mailto:Gordon.Walker@actionagainststalking.org) by no later than Thursday 10 June 2021. ***Please note that the completed form and covering letter are essential for consideration of the post.***

Please find out more about AAS on [www.actionagainststalking.org](http://www.actionagainststalking.org)

**Closing date for applications is Thursday 10 June 2021**.

**Interviews (virtual) will be held on Monday 21 June 2021**

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**Action Against Stalking – Trusts and Foundations Fundraising Officer**

**Role and Person Specifications**

**JOB TITLE Trusts & Foundations Fundraising Officer**

**REPORTING TO** Trustee with Corporate Development remit until the Development Lead vacancy is filled.

**WORKING RELATIONSHIPS** Development Team

CEO and Board of Trustees

Throughcare Support Manager and Practitioners

Volunteers

**DURATION** This post is funded up till end June 2022. The post may be developed or be extended, subject to securing recurring-funding and satisfactory delivery of key result areas below.

**HOURS** Normal working hours is 9.00 am to 5.00 pm Mondays to Fridays.

This post is part-time of 2 days or 15 hours per week, with flexible hours to be agreed.

**SALARY** £23000 to £25000 per annum pro- rata, subject to experience.

**LOCATION** Whilst the AAS office is based in University of the West of Scotland, Ayr, remote working is an option.

**PROBATION PERIOD:** 3 months

**HOLIDAY ENTITLEMENT:** Full-time employee holiday entitlement is 28 days holiday in each year April to March, and which includes 4 Public Holidays recognised by the Employer. Part-time employees’ annual holiday and public holiday entitlement will accrue on a pro-rata basis according to the number of hours worked.

1. **ROLE SPECIFICATION**

**Main Purpose**

The purpose of the post is to deliver an agreed income target from a spectrum of funding sources, including key major charitable trusts and foundations, and community and corporate organisations. They will work as part of the Development Team with the focus in sustaining and growing income in line with AAS’s fundraising strategy.

**Dimensions**

The Trusts and Foundation Fundraising Officer will be responsible for developing and managing AAS’ relationships with funders, creating a portfolio of existing and prospective charitable trusts, working with the Development Team to achieve this. They will implement a viable and realistic fundraising strategy and pipeline, which aims to increase regular income over the next five years from charitable trusts, foundations, statutory funders, community and corporate organisations. The postholder will lead on applications for annual and multi-year grants through effective research and cultivation, as well as through the creation of well-written and persuasive cases for support. They will also seek income through engagement with community and corporate organisations. The post-holder will have a demonstrable understanding of the role trust and foundations play in UK charitable giving, outstanding interpersonal skills, excellent written and verbal communication skills.

**Key Result Areas**

1. Development and implementation of a strategy to maximise core and restricted income from a portfolio of key warm and cold funding organisations.
2. Delivery of income against agreed targets through:

* Researching, developing and submitting persuasive funding proposals and donor reports to secure both core and project income, individually tailored to each trust/foundation;
* Establishment, maintenance and development of personalised relationships with key personnel in funding organisations;

1. Establishment of strong trusts and foundations funding pipeline; creating new trusts, foundations and statutory prospect recommendations and approaches; and regularly reviewing pipeline in line with funding requirements, needs and priorities.
2. Production of a calendar of relevant and timely approaches based on research and identification of prospective trusts and other grant giving bodies, whose aims and objectives are aligned with AAS.
3. Identification of projects and priorities for funding in liaison with operational colleagues and in consultation with the AAS Strategy group, and developing these into compelling projects for funders.
4. Ensuring sound governance, including:

* Development and maintenance of annual approach calendars, filing and database systems;
* Ensuring prompt and accurate reporting to all current funders;
* Ensuring prompt and accurate records are kept on grant compliance, income and expenditure, to enable AAS monitoring and submission of funders’ monitoring reports;
* Reporting monthly to the AAS Board on progress against agreed budgets and targets.

1. Ensuring that all fund-raising activity, representation and promotional work align with the underlying principles and ethos of the charity, including:

* ensuring the quality and accuracy of information provided to supporters and potential Trust and Foundation grant sources;
* ensuring the accurate reflection and representation of the charity’s mission and values in all communications and transactions;
* seeking approval from their manager for any completed applications/proposals and discuss timeously any proposed modifications or developments in the content of fundraising materials pertaining to the charity and its activities.

1. **PERSON SPECIFICATION - Essential**

**1 Experience**

* Demonstrable experience of writing multiple successful fundraising applications to charitable trusts & foundations.
* Established trust fundraising experience and evidence of securing significant annual income over multi-year applications.
* Experience/ability to develop and implement a trust fundraising programme and pipeline, including acquisition, retention, and development.
* Demonstrable ability to develop relationships with grant-making organisations.
* Experience of working on a wide variety of projects at any given time.
* Demonstrable experience of working effectively as part of a team.

**2 Knowledge**

* Understanding of the role trust and foundations play in UK charitable giving.
* Awareness of GDPR and data protection regulations.

**3 Skills**

* Ability to work on own initiative and to tight deadlines.
* Ability to write compelling and innovative proposals and funding reports.
* Absolute discretion and ability to maintain confidentiality.
* Ability to find pragmatic solutions, seek improvements and adapt to changing situations.
* Excellent verbal and written communication skills for a wide range of audiences.
* Production of reports on current and potential income and opportunities.
* Excellent organisation and administrative skills.
* Excellent IT skills with a high working knowledge MS Office programmes.

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| **May 2021** |  |
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