

Recruitment Application Pack

How to Apply

Thank you for your interest in the post of Fundraising & Communications Worker. You will find information about the role, RASASH, our values, and how to apply in this pack. All candidates should apply using the application form. CVs will not be considered without prior arrangement.

To be considered for shortlisting, you must demonstrate how you meet the requirements outlined in the job description and person specification. Please provide specific examples of your skills, knowledge, and experience against each of the criteria.

We will consider paid/unpaid work, volunteering, and life experience. We also welcome applications from women who meet the criteria but do not have formal qualifications. Due to the volume of applications, only shortlisted candidates will be contacted.

Completed application forms should be sent to recruitment@rasash.org.uk

Deadline to apply: 9am on Monday 24 April
Provisional interview dates: Friday 28 April (Inverness or by Zoom)

We want RASASH to reflect the communities we serve and welcome applications from a diverse range of candidates, in particular those underrepresented in the workforce. Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. A PVG Disclosure check will be required prior to commencing employment.

To support RASASH in our commitment to diversity and equality, we encourage applicants to complete our online Equal Opportunities form: <https://forms.office.com/e/9HbZSWQiqz>. Filling out the form is voluntary and any information you provide is confidential.

We are keen to ensure an accessible recruitment process; if you have any issues accessing this pack or require these materials in a different format please contact recruitment@rasash.org.uk.

Our recruitment process is carried out in accordance with the Data Protection Act 1998. For full details on how your information will be used, please see our Privacy Notice.

About RASASH

Rape and Sexual Abuse Service Highland (RASASH) is a charitable organisation, a SCIO set up in 2014, based in Inverness and a member of the Rape Crisis Scotland network.

RASASH provides support, information, and advocacy for anyone aged 13+ or over, living in the Highlands and affected by sexual violence. We also develop and deliver training and workshops to schools, youth groups, and professionals on a range of topics related to sexual violence and gender equality. This, alongside our campaigning, is part of our work aiming to change societal attitudes which contribute to sexual violence and the shaming of survivors.

RASASH is an intersectional-feminist organisation. This means that we recognise the compounding inequalities and discrimination that survivors, staff, and volunteers may experience, and seek to reflect this in our service provision and broader work. We are also survivor-led, which means that our operations are informed by survivors, and we are accountable first and foremost to them.

We are also committed to providing a supportive and empowering environment for our staff, creating an environment where we can inspire each other and allow each other to thrive, and working together collaboratively to achieve our collective goals. We also believe in continuous learning and reflection, welcoming feedback on how we can improve.

RASASH was set up to:

- Provide accessible, appropriate, and high quality emotional and practical support, information and advocacy for survivors, their non-abusing partners, family, and friends.
- Work towards the prevention and elimination of sexual violence, supporting societal change by raising awareness, challenging myths, and campaigning.
- Work with others to improve the way society, organisations and agencies respond to survivors of sexual violence.

Our core values underpin everything that we do. We believe that:

- Anyone affected by sexual violence, irrespective of their gender, should have access to free, confidential, non-judgemental, and specialist support;
- Survivors are experts in their own experience and our role is to support them to exercise control and direction of their own lives;
- Sexual violence is preventable. Everyone has a role to play in creating a society that stands in solidarity with survivors and stands against sexual violence.

RASASH is governed by a Board of seven active and committed Trustees. The team consists of 24 staff. In recruiting for our team, we welcome the unique contributions that you can bring. We are committed to a diverse and inclusive workplace.

The Role

Job title:	Fundraising & Communications Worker	Reports to:	Chief Executive Officer
Hours:	21 hours	Length of appointment:	2 years (possibility to extend)
Salary:	£20,547 (£29,122 FTE)	Pension Contribution:	6%
Location:	Inverness office	Holiday entitlement:	42 days including public holidays (FTE)
Travel requirements:	Occasional	Rewards:	Westfield Health & Rewards scheme

Purpose of the post

The overall aim of this post is to raise the profile of RASASH and increase funding so that we can continue to deliver vital services to those affected by sexual violence in Highland. The post-holder will seek to raise funds by coordinating events and engaging with local business and individual donors (approximately 70% of the worker's time). The worker will also run RASASH's social media and website, developing content to support our organisational aims and values (approximately 30% of the role).

Summary of main responsibilities

FUNDRAISING

- Support the implementation of RASASH's fundraising and communication strategy in line with our organisation's objectives and values, maximising donations and increasing awareness of the service
- Identify and engage with individuals, businesses, and employers to generate funding, including representing RASASH at events, meetings, and other networking opportunities
- Develop and promote a fundraising pack for individual giving and provide support to those fundraising on our behalf e.g. schools, sports teams, service-users etc.
- Support the management team with funding applications and reports (grants, trusts etc.)

COMMUNICATIONS

- Raise the profile of RASASH within the community through engaging and accessible communications that reflect the values, ethos, and objectives of RASASH
- Develop external communications for a range of stakeholders, such as social media, newsletters, annual report, website content, leaflets etc.
- Work closely with RASASH teams and partners to publicise campaigns, events, and service-user engagement to support the organisation achieve its aims and generate funding
- Provide support to the management team and Board with press and media requests

SERVICE STANDARDS

- Ensure all fundraising and communication activities are delivered in line with RASASH's values, policies, and practice, putting service-user voices, needs, and safeguarding at the core.
- Attend and participate in supervision, team meetings, practice development meetings, and training as required so that knowledge and practice is up-to-date and of a high standard
- Contribute to the overall learning and development of the service by sharing findings and feedback, identifying gaps and areas for improvement to effectively meet the needs of survivors

DATA, MONITORING & EVALUATION

- Conduct data collection, recording, and analysis to better understand the impact of fundraising and communication initiatives
- Identify and mitigate risk relating to RASASH's external media and fundraising profile

OTHER

- Work as part of a team and in line with the values of the organisation
- Flexibility in working hours, including some evening and weekend work
- Occasional travel across Highland
- Any other duties that are relevant to the post and agreed with RASASH

Person specification

Criteria	Essential	Desirable
Knowledge & Understanding	<p>A. An understanding of and commitment to feminist values</p> <p>B. Knowledge of fundraising approaches and tools</p> <p>C. Understanding of how to engage a range of audiences</p>	<p>1. Understanding of the impacts of sexual violence and barriers to access support</p>
Experience	<p>D. Experience of fundraising, particularly with businesses, individual giving, and private donations</p> <p>E. Experience developing and delivering impactful communications to a range of stakeholders</p>	<p>2. Experience of building relationships, public speaking, and engaging effectively with external stakeholders</p> <p>3. Experience working for third-sector and / or value driven organisation</p>
Skills & abilities	<p>F. Highly organised and motivated, able to take initiative and work independently and collaboratively</p> <p>G. Excellent communication skills both written and oral, including public speaking and social media</p> <p>H. High proficiency in IT, including design packages and developing digital resources</p>	<p>4. Able to identify and manage risk</p> <p>5. Ability to plan and deliver activities within a set budget</p>
Qualifications		<p>6. Degree or qualification in a relevant area</p> <p>7. Rape Crisis Scotland training or equivalent</p>