

EDINBURGH WOMEN'S AID

Job Description

Job Title:	Fundraising and Communications Administrator
Hours:	21 hours per week: Monday, Wednesday and Friday – 9.00am to 4.30pm
Salary:	£28,145 (pro-rata £16,887) SCP 21
Responsible To:	Administration Manager
Contract:	Permanent contract (subject to funding)
Holiday Entitlement:	26 days annual leave plus 10 public holidays pro rata
Location:	EWA Office, Stockbridge, Edinburgh

A satisfactory Disclosure Scotland Level 2 check will be required for this position.

Job Purpose

As part of Edinburgh Women's Aid's (EWA's) administration team to ensure efficient and effective support to the organisation's funding activity, community fundraising and communications.

The post holder will work closely with EWA's Senior Management Team (specifically the CEO, Deputy CEO and Finance Manager) to provide support to EWA's funding applications, funder reporting and relationship management. The role will involve research, drafting copy and collating data to support EWA's grants, trusts and foundation applications. The post holder will also provide the highest level of donor care to both trusts and grants and to community fundraisers. Additional responsibilities will cover communication and marketing duties including EWA's digital communications, social media and promotional materials including EWA's annual Impact Report.

Main Duties

- To contribute to the organisation's fundraising and communication objectives and targets by providing effective administrative support to the Management Team.
- To write compelling clear copy for funding applications and fundraising campaigns.
- To respond promptly to funder enquiries and opportunities with the highest standards of donor care service.
- To inspire, motivate and support fundraisers and supporters to ensure that they have a positive experience and an understanding of the impact their support has made.
- To encourage Gift Aid sign up.
- To manage the delivery of community fundraising activities, such as the Edinburgh Marathon Festival and EWA's Christmas Appeal.

SUPPORTING SURVIVORS

- To support the use of EWA staff and trustee volunteers to carry out designated tasks and to have a positive experience.
- To act in line with the fundraising code of practice and to ensure that this code is communicated to any fundraising volunteers.
- To liaise with donor organisations and individuals to ensure that supplies of toiletries for service users are maintained.
- To ensure that EWA's Brand Guidelines are complied with in all materials including social media and EWA's website.
- To use EWA's JustGiving account and any other appropriate fundraising platforms to achieve EWA's fundraising aims.
- To use other digital tools, social media, and online platforms to promote fundraising goals.
- To ensure that all fundraising information on EWA's website is accurate, updated, accessible and effective.
- To support the delivery of EWA's annual Impact Report in collaboration with the senior management team.
- To design and arrange printing of stationery and marketing materials for the organisation.
- To manage the placement, maintenance, and income from EWA's collection boxes according to UK legislation and EWA's policy.
- To research corporate partnership opportunities and make recommendations to the management team.
- To work collaboratively with immediate colleagues and members of other teams.
- To attend and participate in team meetings.
- To observe all health and safety requirements.
- To remain up to date and compliant with all organisational policies and procedures.
- To highlight to the Senior Management any identified risks to any aspects of fundraising, including income and compliance.
- To ensure that all records are maintained in compliance with GDPR, EWA's data protection policies and any other relevant legislation.
- To undertake all activities in compliance with OSCR, the Scottish Fundraising Adjudication Panel and the Chartered Institute of Fundraising rules and regulations.
- Some out of hours work will be required on occasion i.e. attendance at fundraising events, an evening for the EWA AGM, or a Saturday for a staff development day.
- To carry out other duties as reasonably asked by the Administration Manager or Management Team.

Essential Requirements

- Excellent IT skills, particularly MS Office packages; Excel, Word, Outlook and Teams.
- Excellent written and verbal communication skills, including the ability to write concise and engaging fundraising copy.
- Excellent presentation skills and confident public speaking.
- The ability to network and to create good working relationships with people and organisations at all levels.
- To be able to generate and deliver new ideas and projects in line with the organisation's strategic aims.

- The ability to assimilate and to clearly communicate information from written, numerical and visual sources.
- Excellent attention to detail.
- The ability to proof read.
- Strong organisational skills and the ability to work to deadlines.
- The ability to work and make decisions both independently and collaboratively.
- Strong digital skills, including confidence using social media platforms and content creation tools.
- Have a good understanding of domestic abuse, including the impact of domestic abuse on victims and their children.
- The ability to adhere to strict confidentiality and data protection requirements.
- Respect and value the diversity of the community in which the EWA works in and recognise the needs and concerns of a diverse range of survivors ensuring the services are accessible to all.
- Ability to have membership of the Chartered Institute of Fundraising.

Desirable Requirements

- Professional qualification in fundraising, communications or marketing.

Experience

- Experience of working in a fundraising role, or transferable experience from marketing, communications or event planning.
- Experience of working in the voluntary sector.
- Experience of producing engaging content across multiple channels.
- Experience of working with colleagues to gather stories, case studies and impact evidence.
- Experience of carrying out research independently.
- Experience of collating and understanding monitoring and evaluation information.
- Experience of working with databases.

Person Specification

- Excellent interpersonal, verbal and written communication skills.
- Be resourceful and a good problem solver.
- Be compassionate, empathetic and have the ability to work in a non-judgmental way.
- Act with integrity and respect towards colleagues, external agencies and service users.
- Be committed to equal opportunities and diversity issues in policy and practice.
- Be optimistic about the possibility of personal growth and change.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010.

Edinburgh Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community.

Company No: SC237521

Registered Charity No: SC028301