

Charity Growth and Sustainability Officer
Job Description and Person Specification

Responsible to:	Project Coordinator	Pro-rata Salary: £23,088 (37 hours per week) Actual Salary: £17,472 per annum (28 hours per week)
Location:	Liverpool	Hours per week: 28 hours (normal office hours 9am to 5pm)
Contract Term	3-year minimum contract	
Probationary Period:	Three months	
Notice Period:	Two weeks within probationary period, three months thereafter	
Job Purpose:	To develop the strength, sustainability and longevity of the charity.	

Data Protection: If you apply for a job or work experience at Merseyside Domestic Violence Service Ltd, we will need to collect certain personal data and special category data as part of your application. By providing information within your application, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position of the Charity Growth and Sustainability Officer.

How to apply

Before completing your application please ensure that you have read the job description and person specification. Applications that do not meet the person specification will be rejected.

Closing date for receipt of applications: Sunday 25th November 2018

Interviews to be held on: Friday 30th November 2018

Application can be found on our website: www.mdvs.co.uk

***PLEASE NOTE:** If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months. In addition, we will endeavor to notify applications as to the outcome of applications soon after the closing date. However, as it is not always possible to do so please assume that your application has not been successful if you have not heard from us within four weeks of the closing date.

Job Description

We are looking for someone who can help to diversify the income streams of the charity; this might include community fundraising, corporate fundraising, events fundraising and other creative ways.

To help raise the profile of the charity by networking, and through Social Media and local press.

To showcase the work that we do in interesting and creative ways

Continually ensure that all interventions are relevant and evolving alongside the needs of the local community

Responsible for setting up donor and digital campaigns

Collate information using a database to assist the Project Coordinator in evaluating and monitoring performance

Develop a clear fundraising strategy that fits with the aims and objectives of the Charity

To develop and maintain positive, collaborative working relationships with all MDVS' staff, including external agencies.

Create new marketing materials, i.e. leaflets, posters.

To work within the confines of confidentiality and ensure that professional boundaries are always maintained when working with women, staff and external bodies and to work within MDVS' Code of Conduct. To ensure that security of sensitive information is maintained

MDVS can require staff to work flexibly out of normal working hours.

The above is provided for guidance and is not an exhaustive list of all accountabilities that the post holder may have over time.

Person Specification

Charity and Sustainability Officer

Criteria	Essential	Desirable
Education/ Qualifications	Work experience and ability is most important to us; however, the following qualifications are desirable: degree/diploma or equivalent relevant to this position.	
Experience	Have experience of identifying innovative ways to help grow and sustain an organization	
Abilities/Skills/ Knowledge	<p>Have good knowledge of what is needed to grow and sustain a charity</p> <p>Strong ability to help diversify the income streams of the charity; this may include community fundraising, corporate fundraising events fundraising and other creative ways.</p> <p>Ability to raise the profile of the charity through a range of creative ways including networking and social media</p> <p>Possess excellent communication skills, both written and verbal</p> <p>Ability to manage budgets</p> <p>Good IT skills and ability to use Microsoft word, excel, PowerPoint and databases.</p> <p>Strong ability to work as part of a team, maintain a positive attitude and work on own initiative.</p> <p>Experience of developing fundraising targets and meeting deadlines</p> <p>Ability to work flexibly and positively within a demanding environment</p>	

General	<p>A commitment to follow the policies, procedures and philosophical principles of MDVS and be committed to empowerment, support and equality which underpin all the work undertaken by MDVS.</p> <p>Candidates must satisfy the interview panel that they have an objective distance from any personal experience of violence/abuse.</p> <p>This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for an Enhanced Disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.</p> <p>*Occupational Requirement (Equality Act 2010) applies</p>	
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