



Job Description

Fundraising and Administration Worker

Post objective: To maximise generating funding from a range of sources, manage relationships with supporters and to raise public awareness of West Lothian Women's Aid (WLWA)

Hours: Part time – 21 hours per week between Monday to Friday with occasional evening/weekend duties as required.

Salary: £21,239 full time equivalent or £12,743 pro rata – fixed term position 12 months to be reviewed based on income generation thereafter

Location: **West Lothian, Dedridge**

Reports to: West Lothian Women's Aid Manager

Description of key duties

- 🕒 To support the charity to maximise income from existing sources and from a range of new sources
- 🕒 To play a key part in WLWA marketing and communications
- 🕒 To assist with the development of promotional material online and in the office
- 🕒 To lead with the planning and delivery of high profile fundraising and networking events throughout the year
- 🕒 To build, develop and work closely with a network of fundraising volunteers and act as their direct line of support
- 🕒 To write funding applications in support of the charity
- 🕒 To develop and manage our current supporter database, process donations and gifts in kind and acknowledge receipt
- 🕒 To complete all administration associated with the role
- 🕒 To work co-operatively with all members of staff as part of the team
- 🕒 To perform any other duties in accordance with the ethos of WLWA as reasonably requested by your line manager

You have:

- ☑ Proven ability to generate income
- ☑ Excellent team / interpersonal skills/written/communication
- ☑ The ability to motivate volunteers
- ☑ Organisational abilities
- ☑ Drive and enthusiasm

- ☑ A strong commitment to WLWA cause and a demonstrable understanding of Domestic Abuse

Person Specification: Fundraising Officer

Knowledge and experience	Essential	Desirable
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At least 12 months' experience in a similar role (proven experience of successful fundraising)	√	
Experience of writing successful funding applications	√	
Experience of working either as a volunteer or with volunteers	√	
Knowledge and experience of using social media	√	
Administration experience	√	
Computer literate (Microsoft Office/Outlook)	√	
Experience of using databases	√	
Marketing training or first-hand experience		√
Demonstrable understanding of the dynamics of domestic abuse	√	
Experience of lone working	√	

Organisational Skills:

Able to work on own and as part of a team	√	
Creative and enthusiastic/able to motivate others	√	
Ability/willingness to travel within Scotland	√	
Flexible approach; ability to support events at the weekend	√	
And evenings as and when required	√	

Communication Skills:

Ability to communicate well with a wide range of people	√	
Good written communication skills	√	
Able to network and build links with other organisations	√	

Personal Skills:

Listening skills	√	
Ability to work as part of a team	√	
Commitment to the furthering the aims and ethos of WLWA.	√	

Qualifications:

Degree or further educational qualification		√
Evidence of learning and personal development	√	
Willingness to undertake further training if required	√	

West Lothian Women's Aid is an Equal Opportunities Employer and positively welcomes applications from women from all sections of the community. Only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

Successful applicants will be subjected to disclosure check through the PVG Scheme.

A car with clean driver's licence is essential for this role.

Registered Charity. Scottish Charity No. SC046887