

## Job description

Job Title:	<b>Funding Support Officer</b>
Location:	AVA (Against Violence & Abuse) The Foundry, 17 Oval Way, London SE11 5RR
Salary:	£23,151 per rata (NJC scale 20 + London Weighting)
Probationary Period:	Six months
Notice:	Eight weeks (after completion of probation)
Leave:	26 days per annum pro rata
Reporting to:	Resources Director
Hours of Work:	28 hours per week
Pension:	4% employers match contribution

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

### Role overview

The postholder will be responsible for supporting AVA's fundraising and income generation work. In particular, the post holder will be responsible for collating information for applications and reports to funders, researching new opportunities and maintaining our records and information on sources of funding.

### Key responsibilities

1. Research and keep AVA up to date on opportunities to raise funds from charitable trusts, contracts and other forms of income generation, prioritising those that are most suitable and most likely to be successful
2. Support the Resources Director and CEO in developing new relationships with potential funders
3. Co-ordinate AVAs applications for funding, ensuring deadlines are met and collating information from members across the AVA staff team
4. Liaise with existing and potential funders to provide any information requested
5. Coordinate AVAs reporting requirements in relation to funders, including liaising with staff to ensure that they understand and meet information requirements, and making sure deadlines are met
6. Establish and maintain a "case for support" document for us in developing funding bids, including data about the impact of AVA's work
7. Maintain a record of the charity's funding bids , and outcomes, to assist the CEO and Resources Director in reporting to the board of trustees, and for audit purposes
8. Support the Resources Director in developing budgets for funding bids and monitoring project spend for reporting purposes

9. Support Resource Director in maintaining and processing financial and funding systems
10. Be a member of AVA's operations team, working with colleagues to ensure the efficient administration and promotion of the charity
11. Other relevant and appropriate activities at the request of the resources director or CEO.

### **General duties**

- Be a member of AVA's operations team and take on additional tasks from Resource director and Chief Executive
- To contribute to the promotion AVA and its work.
- To participate and contribute to team meetings and organisational development.
- To engage in learning and take responsibility for your own personal development.
- Comply with AVA's policies and procedures and legal requirements, such as provisions set out in the GDPR, Health and Safety at Work Act 1974 and Equality Act 2010.

### **How to apply:**

Applications should consist of:

- Your CV which must include details of your education, qualifications and any relevant training, your employment history and 2 referees.
- A covering letter, no more than 2 sides of A4 in total, which outlines why you want the job and your skills, experience and knowledge in relation to **each of the points** in Person Specification.
- A completed [equal opportunities monitoring form](#).

Please send your application to [eva.kestner@avaproject.org.uk](mailto:eva.kestner@avaproject.org.uk) by 9am on Friday 14th June. Interviews will take the following week.

## **Person Specification**

### **Essential skills/ knowledge**

1. Numerate, with an ability to interpret figures in a fundraising and budgeting context
2. Excellent written communication skills, with an ability to write well and concisely to tight deadlines
3. Ability to process information accurately, interpreting it to write succinct reports and summaries
4. Good IT skills, with the ability to quickly learn new software and to manage on line application and reporting forms
5. Attention to detail and excellent proofreading skills
6. Strong interpersonal skills, with an ability to encourage cooperation from colleagues
7. A non judgemental approach to survivors of violence and abuse and an ability to integrate equalities into all aspects of your work
8. Strong time management and organisational skills, allowing you to meet multiple deadlines

### **Desirable Skills/ Knowledge**

1. Experience of completing or contributing to applications for funding
2. Experience of wider charity fundraising
3. An awareness of or willingness to learn about fundraising regulatory requirements and best practice guidance
4. Experience of working or volunteering in the voluntary sector
5. Knowledge of the Violence Against Women and Girls sector, or other key agencies like health, criminal justice or social services.
6. Experience of partnership working and developing effective working relationships with a range of stakeholders

### **Additional specification**

1. This post will be office based at the Foundry Vauxhall. The office days are flexible and can be negotiated once appointed.