

Making a difference to the lives of those affected by rape and sexual abuse

Position: Fundraising Assistant
Hours: Part Time – 21 hours per week
Salary: £12,000 (FTE £20,000)
Location: Based in Guildford, Surrey
Accountable to: Fundraising Manager
DBS check: No
Closing on: **Friday 21st January 2022 12pm or earlier if sufficient responses are received early responses are advised.**

A new and exciting opportunity has arisen in RASASC, and we are now recruiting for a Fundraising Assistant.

You will be mentored by our Fundraising Manager who is a Diploma Certificated member of the Chartered Institute of Fundraising. After completing a satisfactory probation period there will be an opportunity for you to be enrolled onto the Certificate in Fundraising, delivered by the Institute of Fundraising, to gain a foundation qualification in Fundraising.

RASASC

RASASC is a registered charity which has been providing support to male and female victims of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide an Independent Sexual Violence Advisor (ISVA) Service. ISVAs support survivors to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the victim to seek justice through the judicial system, should they wish.

We also provide one-to-one counselling, youth counselling and family support programme, a national Telephone Helpline, and self-confidence and esteem programme.

Volunteers are an important part of the work we do. Volunteers staff our Helpline and our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

Main purpose of role:

To support the Fundraising Manager with all aspects of fundraising, with a particular focus on donor stewardship, and small grants/trusts/community fundraising.

The role will be hands on within a busy team and has the potential for you to learn and develop a variety of fundraising skills

Responsibilities and key tasks:

- To research and draft applications to small grants and trust for amounts up to £10,000
- To oversee the stewardship of individual fundraisers to ensure that they are engaged with the charity, and their efforts/support recognised
- Proactively use the fundraising database to develop and manage supporters and ensure all activities are recorded accurately and in line with GDPR
- To assist the Fundraising Manager with the reconciliation of our income and financial processes, including the distribution and collection of our community collection boxes
- To assist the Fundraising Manager with the planning and collation of the annual and biannual major funders monitoring reports requests
- General fundraising/administration duties, as and when required
- This role is expected to meet a small financial target of £33,000 per year.

Personal Specification

Knowledge, Skills and Attributes

Essential

- Excellent written and oral communication skills
- Ability to work independently and a strong team player
- Strong relationship building and interpersonal skills and the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner
- Highly organised with ability to prioritise a varied and demanding workload
- Confident IT skills including Microsoft Office

Desirable

- Project management skills
- Experience working in a voluntary sector organisation

In return, we can offer you 25 days' annual leave and eight public holidays (both pro rata), contributory pension scheme and reimbursement of travel expenses at 40p per mile for official travel.

If you feel you would like to apply to become a member of our friendly team, where you can make a difference to the lives of those affected by rape and sexual abuse then please apply now.

If you are interested in joining our team or if you have any questions about the role please do – contact Caroline on caroline@rasasc-guildford.org to arrange a call, or please complete the application form.

Closing date for applications is: **Friday 21st January 2022 12pm or earlier if sufficient responses are received early responses are advised.**

Please note if we receive a substantial amount of applications before Friday 21st January 2022 we will not continue to accept any further applications. Early applications are advised.

Vacancy Downloads:

Application form <https://www.rasasc.org/about-us/work-for-us/>

How to Apply:

Please complete the attached application form and return it to Liz Joyce
admin@rasasc-guildford.org.

Please note we do not accept CVs.