**Senior Sustainability and Partnerships**

**Job Description**

**Hours: F/T** 35 hours per week, including some evenings and occasional weekend days as required

**Salary:** Scale 27 £30,507

**Nature of contract:** Initial contract until 31st March 2021 (with the intention to extend subject to funding and satisfactory delivery of objectives).

**Annual leave entitlement:** 25 days per annum plus statutory Bank Holiday entitlement

**Responsible to:** The Senior Business Co-ordinator on behalf of the Human Resources (HR) Sub Group of the Support After Rape and Sexual Violence Leeds (SARSVL) Board of Trustees

Location: Leeds City Centre

**Primary purpose of the role**

The post holder will oversee SARSVL’s funding strategy, actively submitting funding applications on an ongoing basis in order to secure SARSVL’s current services, operations and new developments in line with SARSVL’s Business Plan. The post will also hold the strategic overview, developing SARSVL’s external partnership working and co-ordinating external communications including marketing.

**Main responsibilities**

**Funding/Fundraising**

1. To research and identify a wide range of appropriate trusts and grant-making bodies that fund sexual violence and abuse services and/or services for women and girls;
2. To compile and submit applications for funding in accordance with SARSVL's Business Plan and Fundraising strategy;
3. To take ownership of the Fundraising strategy and lead on its ongoing development and implementation;
4. To explore and pursue commissioning and procurement opportunities and service level agreements;
5. To develop Corporate Giving including developing SARSVL’s monthly giving scheme and securing SARSVL as charity of the year at a range of Companies;
6. To ensure SARSVL remains compliant with the fundraising regulator and with fundraising aspects of the GDPR and any other relevant legislation;
7. To co-ordinate, develop and facilitate community-based fundraising activity e.g. collections, events;
8. To develop, co-ordinate and oversee SARSVL’s community based fundraising including managing and maintaining SARSVL's relationships with its donors and volunteer fundraisers, and SARSVL’s attendance at events.
9. To support the Senior Business Co-ordinator with financial reporting and budget setting.

**Monitoring and evaluation**

1. To take a lead on the monitoring and evaluation of SARSVL's services and activities, ensuring systems and tools are fit-for-purpose;
2. To regularly extract data and reports from DPMS, CORE and any other or future monitoring and evaluation systems or tools SARSVL adopts;
3. To compile and submit all monitoring reports to funders, in accordance with their individual requirements and with financial information provided by the Senior Business Co-ordinator;

**External Communications**

1. To develop and be actively involved in external partnership work through sitting on Boards/Committees, attending relevant external group meetings and networking;
2. To take a strong, positive and proactive approach to grow and develop SARSVL's contacts and relationships with other organisations and professionals, with a particular focus on improving diversity and inclusion;
3. To oversee, co-ordinate and manage all external communications including social media;
4. To actively pursue media promotion, issuing press statements as and when SARSVL has external news to share in agreement with the media board lead;
5. To handle and respond to media enquiries on behalf of SARSVL, giving broadcast interviews and press statements / comments as appropriate and agreed with the media Board lead(s);
6. To develop and then manage a range of external newsletters to send out to different groups of supporters to keep external contacts abreast of SARSVL updates;
7. To maintain and update SARSVL's external electronic mailing lists in conjunction with the Office Co-ordinator;
8. To manage and update SARSVL's website content in conjunction with the Office Co-ordinator;
9. To oversee the development and distribution of SARSVL's promotional, publicity and marketing materials;

**General**

1. To manage own workload;
2. To contribute to development of policies, protocols, guidelines and strategies relevant to this area of work as necessary;
3. To ensure that security of sensitive information is maintained and complies with the requirements of the General Date Protection Regulations (GDPR) and other relevant legislation;
4. To participate fully in line management, supervision and appraisal processes and to take up training and continuing professional development opportunities;
5. To participate and share the leading of full staff meetings;
6. To attend senior team meetings;
7. To work with all at SARSVL to ensure that all our services, publicity and practices include and meet the needs of the diversity of women and girls in Leeds, with a particular focus on under-represented and marginalised groups, including Black, Asian, Minority Ethnic and Refugee women and disabled women;
8. To support SARSVL’s adherence to the Rape Crisis National Service Standards (RCNSS);
9. To submit quarterly reports to Board meetings and share attendance throughout the year with the rest of the Senior staff team;
10. To adhere to and promote SARSVL’s values and ethos in all areas of work;
11. To take on other tasks as agreed with the SARSVL Board