



Title	Women's Service Fundraising Officer
Reporting to	Partnership Manager
Hours	21.5 hours per week
Salary	£28,000 – 30,000 pro rata
Location	121a Peckham High Street

Pecan is a highly respected and dynamic Christian charity. We have been working throughout Southwark for 30 years, helping people who face seemingly impassable barriers to find a way through, re-write their futures and flourish. Our strong staff and volunteer team work with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

When working for Pecan, you can expect to become a valued member of a diverse and supportive team. In addition to a place in our 30-year legacy, you will receive a generous holiday allowance, pension contribution and life assurance cover. You can also expect regular team meetings and social opportunities, and a variety of other benefits.

Purpose of the post:

The overall aim of Pecan's Women's Services is to live out in a practical way Pecan's goal of "Transforming lives through kindness, belief, hope" through supporting women affected by the criminal justice system and/or multiple disadvantage in Southwark and Lewisham. Through this you will assist the whole organisation in our commitment to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve. As fundraising officer you will be generating the income needed for the team to provide the trauma informed support needed to transform lives.

Main priorities:

- Identify and develop relationships with organisations and individual donors
- Recruit, manage, and support businesses and potential volunteer fundraisers, helping them to reach their fundraising potential.
- Inspire supporters and potential supporters to engage in promoting the safety, dignity and strength of women affected by the criminal justice system and multiple disadvantage.

Individual Fundraising

1. Identify new donors and potential supporter bases for the Women's Service.
2. Develop donor stewardship to retain and grow individual giving.
3. Maintain and update the database of individual donors and ensure that the information we hold is GDPR-compliant.
4. Ensure donors are kept up to date on impact.

Corporate Fundraising

1. Develop new corporate funding partnerships for the Women's Service.
2. Develop opportunities for corporate partners to take part in fundraising and challenge events
3. Coordinate opportunities for corporate volunteering, financial donations, and in-kind support

Community and Events Fundraising

1. Build relationships with local businesses and community groups to enable and encourage them to support the Women's Service
2. Develop and run fundraising campaigns for the Women's Service
3. Plan community fundraising events where appropriate

Wider Organisational Responsibilities

1. Participate fully in all Women's Services meetings and staff development activities
2. To regularly attend Women's Hub sessions and events
3. Attend Pecan team meetings when required, where acts of prayer and worship will take place
4. Work with other members of the central team on generic and ad hoc tasks, events, and issues that impact across the organisation
5. Read the core policies and adhere to all policies and procedures
6. Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner
7. In agreement with your line manager, pursue a personal programme of learning and development in order to enhance skills and performance
8. Undertake other tasks as agreed by your line manager or the Chief Executive Officer

PERSON SPECIFICATION

This specification will form the short-listing criteria.

Experience

- Ability to develop and manage supporter journeys from acquisition, retention, development, and plan and manage fundraising activity across email, search, social media, and websites.
- A charity fundraiser with experience in a community fundraising and individual giving.
- A strong track record of securing and increasing income from individuals
- Ability to create compelling online and digital media using the voices and experiences of beneficiaries to inspire supporters.
- Experience using a fundraising CRM

Knowledge and Skills

- Good IT Skills and a knowledge of SharePoint and Microsoft Office Suite (Word, Excel, Outlook etc)
- Knowledge of digital and communication tools for fundraising (eg. Just Giving, Enthuse, Virgin Money Giving, Mailchimp etc.)
- Knowledge of the relevant fundraising codes of practice and GDPR
- A good understanding of issues faced by women in the criminal justice system
- Proven ability to plan, prioritise and organise workload

Personal Qualities

- Commitment to the goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions.
- A problem-solving approach.
- Passion for equality and social justice
- Highly developed interpersonal skills
- Good humour and able to relax.
- Ability to work under pressure and meet deadlines.
- Significant ability to work unsupervised and to be self-motivated.

Pecan is an equal opportunities and disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010