

# Beloved Volunteer Fundraiser



**Beloved is a Christian charity ([www.beloved.org.uk](http://www.beloved.org.uk) Registered Charity No. 1170261) that supports women working in indoors prostitution across Bristol. We are looking for a fundraiser to take the lead on writing bids and all Beloved fundraising activities.**

**Responsible for:** Securing income that will enable us to continue supporting transformational change in women's lives, by building relationships with funders, writing funding bids and submitting reports.

**Hours:** 7.5 hours (1 day) a week.

**Salary:** Voluntary

**Responsible to:** Director

**Location:** Beloved office, St Agnes Church, Thomas Street, St Paul's, Bristol, BS2 9LL

## **Key duties and responsibilities**

- Prepare for, write & submit high quality and compelling bid applications in an efficient and timely manner.
- Submit timely reports to funders, working alongside Beloved colleagues to ensure grant monitoring and evaluation requirements are met.
- Ensure there is clear communication of any successful grant applications and restricted funds to the finance team.
- Maintain up-to-date records of all grants applications in progress, applied for and the outcomes. Manage and maintain the tracking process of grant applications.
- Maintain a clear and concise filing system for all applications.
- Manage and update Trusts records in the donor database, ensuring all contact is recorded and kept up to date.
- Contribute to the development of output and outcome data and information to support the needs of grant applications and reporting.
- Participate in staff prayer times
- To support the achievement of the charity's aims and objectives.
- Participate in personal training required for the role.

## Person Specification

Factor	Essential	Desirable
Qualifications	GCSE (or equivalent) grade A-C Maths and English.	
Skills/Abilities	<ul style="list-style-type: none"> <li>• This is a role which largely focuses on the written element of communication; as a result you need to have excellent writing and editing skills.</li> <li>• Good persuasive, compelling writing style, which expresses outcomes whilst engaging the reader's emotions.</li> <li>• Ability to prioritize own workload effectively to achieve deadlines and to meet income targets.</li> <li>• Ability to maintain up-to-date records and accurately track progress.</li> <li>• Ability to use own initiative, with excellent planning skills.</li> </ul>	Experience of working with vulnerable groups.
Experience/Knowledge	<ul style="list-style-type: none"> <li>• Experience in working with, following and understanding simple budgets.</li> <li>• Highly competent with IT, and skilled at producing attractive designs and documents online.</li> <li>• Experience of, and effective in, working in a team environment, inclusive of volunteers.</li> <li>• Positive, optimistic and resourceful when dealing with obstacles and change.</li> </ul>	<p>Experience in bid writing and possess a track record of successful grant submissions.</p> <p>Experience using the GSuite.</p>

To apply please email [info@beloved.org.uk](mailto:info@beloved.org.uk) for more information

**Closing date:** Ongoing until recruited.