



Welsh Refugee Council Job Description

Job title:	Project and Fundraising Development Manager
Report to:	Chief Executive
Salary	£31,000 per annum
Location:	Cardiff (all-Wales post)
Terms:	1-year fixed term contract. Secondments are welcome. Our intention is to secure longer term funding to continue this role.
Hours:	35 Hours per week - normal office hours are 9:00 to 5:00pm but this role may involve some agreed occasional out of hours' activity and very occasional working away from the office.
Benefits per annum:	<ul style="list-style-type: none">- 25 days leave, increasing by 1 day per annum to a maximum of 30 days- Up to 2 days paid volunteering leave- Up to 3 days paid carers leave- Up to 5 days paid study leave- 5% pension- Access to company paid counselling support.- Staff led Wellbeing Group; with activities such as fitness dancing, team building quiz events, yoga, and regular weekly Staff Room Chit Chats held virtually during Covid.

We are the Welsh Refugee Council

You will be joining us at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety. With over 30 years' experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for asylum seekers and refugees.

We are proud that during the Coronavirus pandemic we adapted our services and were able to grow our income significantly. None of our staff were furloughed and this is testament to the adaptability of our staff, the demand for our services and the

inequalities that persist in society- that require amazing people to do something about it.

You will work with like-minded people- who strive to make a difference every day, and challenge hostile practices that limit people's potential.

Purpose of the Post

As our Project and Fundraising Development Manager you will lead our work with fundraising, project, and business development. Our annual income is around £1m with 50% derived from Welsh Government, 40% from trusts and foundations, and 5% from individuals, members, and corporate partnerships.

Our Strategy has 5 pillars:

1. Delivering excellent services
2. Enabling integration
3. Building financial sustainability
4. Raising the voices of those forced to seek safety
5. Being efficient and effective

You will be a change maker helping us to support and empower those forced to seek safety. You will line manage an officer role and any volunteers needed to deliver against our Strategy.

The ideal candidate will be:

- Personable and have energy- to win over stakeholders, both refugees and senior stakeholders to best represent the strengths of the WRC
- Able to work under pressure, to tight deadlines, and able to adapt priorities
- Have excellent verbal and written writing skills- able to engage and ensure key points are communicated for maximum affect.
- Able to inspire and motivate team members, ensuring they are empowered to be their best
- Have confidence to lead and steer meetings, to ensure a project development process is undertaken.
- Have initiative and lead plans to secure donors, funders, tenders, and business opportunities- in line with capacity.

Main Duties and Responsibilities

Statutory funding, local authority and trusts and foundations

- To lead the organisation's work in applying for and stewarding statutory, local authority and trust and foundations. Working with the CEO where required.
- To research, develop, and write winning applications to funders both statutory and non-statutory, with minimal supervision.
- Liaise with key WRC Staff and Partners, to ensure project outcomes are developed, the most relevant and to date info is attained, and risks are mitigated.

Engagement

- You will lead our approach to funder engagement including any donors both organisational and individuals. Setting up stewardship pathways to ensure we are consistently, warm and engaging in how we update those who share our values.
- To support the organisation to identify and develop opportunities to expand services and activities that enable refugee inclusion, working closely with colleagues in the management team and external partners.
- To lead your team, including the development and delivery of WRC's Fundraising strategy, managing staff and relevant budgets, ensuring timely reports to funders, and participating in WRC's Management Team.

Funding pipeline

- To lead on fundraising plans, supporting our Operational plan for 2021-2022, to support and drive efficiencies and effectiveness in your department making best use of resources.

General

- Act as onsite Duty Manager for the Cardiff Office, 1-2 days per week, in line with Duty Manager Rota. You will need to be comfortable working face to face with clients and staff and adhere to our Coronavirus rules to mitigate risks.

Person Specification

When completing your application- please ensure you provide examples of how you meet the essential criteria listed below. You may also want to evidence or reference some of the desirable criteria.

Applicants that do not reference how they meet the essential criteria will not be invited to interview.

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • At least three years' experience of identifying, cultivating, and securing trusts and foundations, over the value of £100K. • Experience of creating a fundraising pipeline, to ensure income generation targets are met. • At least two years' experience of managing projects, including budgeting, financial reporting and ensuring deadlines are met. • Experience of line managing staff. 	<ul style="list-style-type: none"> • Lived experience as a Refugee to bring added insight to understanding.
Knowledge	<ul style="list-style-type: none"> • A good understanding of what makes effective fundraising copy. • A good understanding of fundraising principles including how to write outcomes. 	<ul style="list-style-type: none"> • Knowledge of refugee and asylum sector in Wales, UK
Skills	<p>Communications</p> <ul style="list-style-type: none"> • Fluency in English with excellent written communication skills; able to undertake research, gather data and write winning bids, and fundraising copy that attract different audiences. <p>Stakeholders</p> <ul style="list-style-type: none"> • Initiate and build relationships with funders and donors ensuring their interest is retained and stewarded. 	<p>Languages</p> <ul style="list-style-type: none"> • Ability to speak a community language. • Ability to speak Welsh.

	<p>IT</p> <ul style="list-style-type: none"> • Good IT skills, with ability to be open to new software and comms support packages. 	
<p>Behaviours</p>	<ul style="list-style-type: none"> • Ability to think big picture as well as to analyse and interpret complex information. • Ability to work on your own initiative, managing multiple priorities and planning your own workload. • Ability to work well within and across teams to inspire and motivate others. • Ability to work collaboratively with other charities on partnership bids, ensuring the voice of WRC is represented well. • A good eye for detail, to ensure our copy meets needs and interests. <p>Other</p> <ul style="list-style-type: none"> • Willingness to work flexible hours as required, to travel and to spend occasional nights away from home. 	

Diversity, Equity, and Inclusion

We welcome and particularly encourage individuals who identify as LGBTQi+, differently abled, women from ethnic minorities, people from various economic backgrounds and people with lived experiences.

If you have lived experience as a refugee, we highly recommend you get in touch with our Education and Employability Officer who will be able to schedule a phone call to discuss British style interviews Chris@wrc.wales .

Our approach to interviews is:

- ✓ We will ask questions about you- to understand your strengths.
- ✓ Our interview questions will be based around the Job Description and Person Specification.
- ✓ We will test key skills that are mentioned in the Job Spec.
- ✓ You will score higher- if you give us more detail and explain what you did.
- ✓ You will receive the interview questions 1 hour before the interview- to provide reflection time.

Deadline for applications is Thursday 19 August at 10am.

Please submit your application to recruitment@wrc.wales

Applications received after this date, will not be accepted.

Invites for interview will be sent by email, and interviews will likely be held on 26 and 27 August 2021.