



Welsh Refugee Council

Job Description & Person Specification

Job title	Business Development Officer
Report to	Head of Business Development
Salary	£26,000
Additional	Financial support to achieve fundraising qualification
Duration	Permanent
Hours	Full time role of 35 hours per week. May be required to work out of office hours on occasion, agreed in advance, for specific events.
Location	Main base is the WRC Cardiff office. Hybrid working, 2 days per week in Cardiff office. Occasional visits to WRC offices in Swansea and Newport. Wider Wales travel may be required, agreed in advance.
Annual benefits pro rata	✓ 27 days leave, increasing by 1 day p/a 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 relating to role. ✓ 5% pension. ✓ Wellbeing: Access to company paid counselling support and cash back plan for healthcare. ✓ Enhanced maternity .

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 35 years' experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for sanctuary seekers and refugees.

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

We are an award-winning charity, check out our films by clicking [here](#) and [here](#). You'll be trusted to get creative and help us stand out.

You can read our latest work on [our website, news pages](#), and social media



We love improving and we have committed to the following quality marks:



Purpose of the post

This is an exciting opportunity to deliver your skills and expertise within a business development role that supports sanctuary seekers to rebuild their lives in Wales.

As a Welsh Refugee Council's (WRC) Business Development Officer, you will be part of a small, dynamic team delivering the organisation's fundraising strategy. You will have the opportunity to research and develop innovative approaches to generating income to progress our essential services and programmes. In this role, you will take a proactive role in strengthening partnerships, funding relationships, and stewardship of donors, while ensuring effective monitoring, evaluation, and high-quality reporting.

The ideal candidate will:

- ✓ Be personable, enthusiastic and have positive energy, to engage stakeholders and represent the strengths of the WRC.
- ✓ Have good verbal and writing skills to ensure key points are communicated for maximum affect.
- ✓ Be pro-active in identifying prospective donors, funders, tenders, and business opportunities in line with WRC strategic targets.
- ✓ Lead supporter events, ensuring engagement and stewardship is maximised.
- ✓ Be able to work under pressure, manage multiple priorities and meet deadlines.

Major duties and responsibilities

Collaborative working and support

- ✓ Work under the guidance of the Head of Business Development to deliver the organisation's fundraising strategy.
- ✓ Collaborate with colleagues and volunteers involved in fundraising, business development, project management, communications, engagement and event delivery.

- ✓ Participate in regular supervision sessions and team meetings to ensure clear communication and accountability across the team.

Fundraising duties

- ✓ Be the first point of contact for all fundraising-related enquiries, responding in a professional and timely manner with a focus on excellent individual and organisational stewardship.
- ✓ Write clear, compelling bids, and proposals that deliver successful fundraising outcomes across multiple income streams, including statutory funding, trusts and foundations, corporate partnerships.
- ✓ Devise and project manage campaigns, events, and activities in the development of individual giving, personal donations and membership.
- ✓ Manage donor platforms including Donorfy, CAF, Just Giving, DonR , collate data and maintain accurate and up-to-date records of fundraising activity.
- ✓ Keep track of reporting deadlines and milestones and liaise with project managers to ensure reporting requirements are met and compliant with funder conditions.

Relationship building

- ✓ Work as an effective ambassador for the WRC, networking in a variety of forums, external meetings, and community events.
- ✓ Build and maintain positive relationships with donors, funders, partners, and supporters to secure ongoing and sustainable income for the charity.
- ✓ Support colleagues in their project delivery and data capture needed for funder reporting, and future successful applications.

General

- ✓ Contribute to cross-organisational collaboration, sharing insights and supporting colleagues to strengthen the charity's overall impact.
- ✓ Ensure all activity complies with relevant fundraising regulations, data protection, safeguarding, and WRC policies and processes.

Flexibility

- ✓ Have an adaptable approach to changing priorities, and emerging opportunities and risks.
- ✓ Support organisational events and campaigns, outside normal office hours, when required.
- ✓ Undertake any other reasonable duties aligned with the role's purpose and the charity's mission.

PERSON SPECIFICATION

When completing your application- please ensure you provide **examples** of how you meet the essential criteria listed below. Do not use sweeping statements such as 'I can take initiative', explain by way of examples what you did and how.

When writing your examples, candidates that follow the STAR method, describing the Situation, Task, Action, Result tend to score higher- see guidance here [The STAR method | National Careers Service](#)

Applicants that do not evidence the essential criteria will not be invited to interview.

Quality	Essential Requirements	Desirable requirements
Education & Training	✓ Degree level qualification. ✓ Proven training or experience in fundraising, grant writing, business development.	✓ Postgraduate qualification or training in fundraising or related field.
Knowledge and Experience	✓ Knowledge of donor platforms and experience in managing donations, individual giving, membership. ✓ A track record of engaging corporate support, sponsorship and partnerships. ✓ Experience of writing successful funding applications, proposals, and campaigns. ✓ Experience of monitoring, evaluation processes and report writing.	✓ Experience of working with refugees or other vulnerable groups. ✓ Knowledge of charity sector regulations and ethical fundraising standards
Skills and Abilities	✓ Fluency in English ✓ Excellent verbal and written communication skills, with the ability to convey key messages with clarity and impact. ✓ Well organised with the ability to manage multiple priorities and meet deadlines.	✓ Ability to speak Welsh or community language. ✓ Knowledge of design and communication platforms, and experience of using AI productively and responsibly. ✓ Confidence in leading supporter events, ensuring meaningful engagement and

	✓ Comprehensive skills in creating and editing documents in Microsoft Office (Word, PowerPoint, Excel).	outstanding donor stewardship.
Behaviours	✓ Have a positive attitude and be enthusiastic in engaging stakeholders and in representing the strengths of the WRC	

Diversity, Equity, and Inclusion

We welcome and particularly encourage individuals who identify as LGBTQ+, 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 Team who will be able to schedule a phone call to discuss British style interviews employment@services.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 **examples** and explain what you did.
- ✓ You will receive the interview questions 1 hour before the interview- to provide you with reflection time.

Disability Confident Scheme

We run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Disability Confident employers offer an interview to a fair and proportionate number of disabled applicants that **meet 75% of our essential criteria** set out in the job description. To be considered for an interview under DCS you must have:

- A physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities; or a long-term health condition; and
- Demonstrated that you meet all the minimum qualifying criteria set out in the advertisement for the post at the application and testing stages.

Safer Recruitment

The Welsh Refugee Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We follow robust safer recruitment practices, and all roles are subject to appropriate screening, including references and Disclosure and Barring Service (DBS) checks where applicable.

How to apply?

Please complete our Application Form. Please note CVs will not be accepted.

Please submit your application to recruitment@wrc.wales

Please put the name of the job role in the subject heading of your email.

Application deadline: 9am Tuesday 2 December 2025

Applications received after this date will not be accepted.

Invites for interviews will be sent by email. **Interviews will likely be held on Thursday 18 December 2025.**

For further information about what to expect from our recruitment process, please read [our recruitment commitments](#).