



ROLE DESCRIPTION

Title: Trusts Fundraiser

Hours: 4-15 hours per week (voluntary with option for flexible working)

Location: Mostly office based in Southampton.

The Waterfall:

The Waterfall is a registered charity that aims to provide rehabilitative support for women with drug and alcohol addictions. We are currently running a structured Day Recovery Programme that will enable women to access high quality recovery support that is targeted at the specific needs and issues they face.

We have exciting ideas for the future, for example setting up a social enterprise to make us sustainable and to provide intermediate employment opportunities for women. We would also love to offer more days, a broader range of activities and eventually a residential programme.

Summary of Role:

We are looking for a committed, organised individual who is able to assist with raising funds for the Waterfall through researching potential funders and bid writing to charitable trusts and grant making trusts.

Main Duties and responsibilities:

- To maintain and update the Waterfall Trust fundraising database.
- To research potential charitable trusts and funders, making sure that The Waterfall meet their criteria, and then liaising with them as appropriate
- To complete high quality fundraising bids to various charitable trusts in a timely manner ensuring deadlines are met
- To follow up on fundraising bids and evaluate outcomes

Role specification:

Specification	Essential	Desirable
Qualifications and Experience	Educated to at least GCSE standard or equivalent Office and administration experience Experience with using excel spreadsheets and databases	Experience in completing funding bids to charitable trusts and major donors

Skills and abilities	<p>Able to write concise, compelling proposals that are tailored to the donor</p> <p>Computer literate with good verbal and written communication skills</p> <p>Excellent organisational skills</p> <p>Good time management skills</p>	Reflective skills to enable evaluation and learning from previous funding bids
Personal Qualities	<p>Motivated by an interest in helping women overcome addictions</p> <p>In agreement with the Christian ethos of The Waterfall Trust</p> <p>Self-motivated and able to use own initiative</p> <p>Willingness to undertake further fundraiser training as required</p>	<p>Willing to be involved in other aspects of The Waterfall as required</p> <p>Able to work calmly under pressure to meet deadlines</p>

How to apply:

Please complete a volunteer application form and send it along with your C.V. and a covering letter by email to pete.white@thewaterfall.org.uk or by post to The Waterfall Trust, 11th Floor, Dukes Keep, Marsh Lane, Southampton, SO14 3EX.

To speak to someone about the post please call 02380 225463

Closing date: Open until filled.