**Bristol Somali Resource Centre (BSRC)**

**43 Ducie Road Bristol BS5 0AX**

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| Job Title: Fundraising and Impact OfficerResponsible to: BSRC’s DirectorGrade & Salary £30,000.00 - £33000.00 (Pro rata) dependent on experience. Generous Pension scheme (salary to be reviewed every year) Contract Term permanent, with 3 months’ probation Working Hours: 18 hours p/w flexible working Place of Work: BSRC’s offices (with option of some work from home)  |

**Main Purpose of Job**

Working with the director to design and plan new projects and responsibility for project fundraising, monitoring, and evaluating project activities. Taking a lead on impact and donor reporting.

**Responsibilities**

1. Working with the director to design and plan new projects for the delivery.
2. Development and ongoing review of BSRC’s fundraising strategy
3. Identifying funding sources
4. Completing funding applications, with input from Director
5. Project management support across the team
6. Responsibility for monitoring and evaluation of project work, and reporting to donors/funders.
7. Lead on measuring, recording, and reporting project impact.
8. Monthly report on projects’ budgets and activities
9. General administration duties

**Person Specification**

**The post-holder will need to be self-motivating, with strong communication skills and able to work as part of a team and prioritize their own workload.**

**Essential Skills and Abilities**

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| **Education, Vocational Training & Qualifications** | * Degree or equivalent relevant qualification, or substantial training and experience in a relevant role
* GCSE in English and Maths or equivalent
* Proficiency in English language
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| **Experience** | * Proven experience of fundraising from trusts and foundations, preferably for the voluntary sector
* Experience and knowledge for writing reports for funders
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| **Technical Skills & Abilities** | * Computer literate, and proficient in Microsoft Word and Excel
* Effective communication skills (oral & written) with particular emphasis on project planning, fundraising, monitoring.
* Skills in analysing data and generating impact reports
* Proven experience in project budgeting
* Design presentation skills
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| **Interpersonal skills, motivation and commitment** | * Willingness to learn new skills and demonstrate initiative.
* Ability to liaise effectively and positively with a wide range of individuals and organisations.
* Able to work on own initiative, prioritising and managing own workload and time to meet targets and deadlines.
* Ability to work effectively as part of a team.
* A flexible approach to work
* A commitment to work within BSRC’s Equality and Diversity Policy
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**Desirable skills and experience**

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| **Knowledge &****Understanding** | * Understanding of the voluntary sector
* Understanding of the needs of service users in a disadvantaged area
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