

# Job Description

<b>Title</b>	<b>Fundraising Project Officer</b>
<b>Contract</b>	12 Month Fixed Term Contract
<b>Function/Team</b>	STOP THE TRAFFIK (STT)
<b>Location</b>	London
<b>Hours</b>	Full time, 40 hours per week, inclusive of breaks. (The breakdown of those hours to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).
<b>Unsocial working</b>	Occasional weekend and evening working is required, but time off in lieu is given according to current policy.
<b>Reports to</b>	Operations Project Manager
<b>Salary</b>	Grade F

## About the role

### Do you want to use your skills to end human trafficking and exploitation?

STOP THE TRAFFIK are hiring for a new position of a Fundraiser. The successful candidate's primary responsibility will be to work on fundraising for STOP THE TRAFFIK's global projects. This new role will focus on:

- Grant writing
- Developing commercialised training and e-learning packages
- Funder engagement
- Funder presentations
- Identifying new funders or funding opportunities
- Securing and engaging corporate funders

The role will demand an aptitude for compelling storytelling and persuasive writing. The ideal candidate will thrive under pressure and have previous experience in creating and editing written content for a range of different projects, and fundraising experience.

### Summary of responsibilities

STT is seeking a determined individual with skills or experience in fundraising to work on projects which are part of an overall strategy to prevent human trafficking and modern slavery (HTMS). The role will report to a Project Manager and will operate alongside other staff with fundraising a part of their role. The successful candidate will be driven to expand their skill set in other areas, such as analytics, business and learning, in order to support STT

to achieve their objectives and is excited about working in agile project teams within a matrix organisation.

- **Researching potential funding opportunities** to develop a consistent pipeline of relevant opportunities to apply for.
- **Transforming data** (monitoring & evaluation and trafficking) and STT projects into an engaging narrative for a range of potential funders, including corporate funders, trusts and foundations and funding opportunities.
- **Submitting applications**, funding proposals, meeting project deadlines considering the pipeline and fundraising targets
- **Monitoring existing funding** and working to reporting/deliverable deadlines for each funder.
- **Marketing Sales resource** alongside Business & Communications teams.
- **Strong presentation skills** that can be applied to corporate donor pitches, impact presentations to funders and general donor relationship management.
- **Delivering training** and adapting training packages to the highest standard
- **Working on driving up donated and corporate giving**, managing relationships with funders and donors.

### Equal Opportunities

As a small charity working to disrupt the global business of human trafficking, gathering intelligence and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds bring. As a minimum we expect all applicants to show a demonstratable commitment to equality and diversity.

### Safeguarding vulnerable children and adults

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# Person Specification

STOP THE TRAFFIK is seeking a candidate that shares STOP THE TRAFFIK's values of being collaborative, imaginative, driven, and trusted. They must be able to demonstrate previous experience of working in a fundraising role, or experience in generating income through utilising persuasive writing.

They will be a highly organised self-starter, with strong attention to detail and good time management skills; being able to juggle several projects at once at different stages of the process. They will take initiative as well as being able to work under pressure in a small busy team and meet deadlines with ease and efficiency.

Essential	Desirable
<p>Demonstrable communications experience and skills.</p> <p>Proven experience in:</p> <ul style="list-style-type: none"> <li>- Training</li> <li>- Persuasive writing</li> <li>- Presentations</li> <li>- Effective relationship management</li> </ul>	<p>Evidence of securing new relationships, business or funding, in any setting.</p>
<p>Exceptional Writer:</p> <p>An ability to craft persuasive and thorough grant applications at pace.</p>	<p>Demonstrable evidence of successful grant writing</p>
<p>Digital communications</p> <p>Experience presenting content for digital platforms, e.g. websites, newsletters</p>	<p>Transforming information, which is research or intelligence based, into engaging formats for a variety of audiences.</p>
<p>Creating content:</p> <p>Experience in presenting information and narratives to a range of audiences</p>	<p>Demonstrable experience of communicating with vulnerable communities</p>
<p>General Communication skills:</p> <p>Excellent written and verbal communication skills with experience in tailoring language and approach to engage different audiences.</p>	
<p>Organisation</p> <p>Demonstrative experience of good time management and ability to work on several projects simultaneously.</p>	
<p>Values</p> <p>Ability to demonstrate initiative to uphold the values of STOP THE TRAFFIK.</p> <p>Commitment to the safeguarding and</p>	

welfare of vulnerable people, particularly children and young people	
Willingness to undergo appropriate checks, including enhanced DBS checks	

## Personal Qualities

- A positive team worker with excellent communication and interpersonal skills
- Ability to multitask to a high level
- Highly resourceful, organised self-starter, open to innovation with strong attention to detail
- Willingness to share knowledge and adapt processes and tasks in light of learning and evaluation
- Willingness to learn new skills
- Excellent ability to work both independently and in a team
- Open to the concept of agile working, moving between teams and using your skills and voice to support other teams' projects.
- Ability to work under pressure and meet deadlines with ease and efficiency
- Strong sense of empathy with the ability to perceive and translate individual experiences into universal and relatable stories