



*Empowerment, healing and transformation for women moving on from violence*

**November 2024**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Fundraising Manager (Female Applicants Only)**

This pack includes information about WGN, the Fundraising Manager opportunity and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us).

If you would like to apply for this role, please return completed Application and Equal Opportunities Monitoring forms by emailing them to [recruitment@wgn.org.uk](mailto:recruitment@wgn.org.uk) 9am on Monday 9<sup>th</sup> December 2024.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview, we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

**Gurpreet Virdee**  
**CEO of Development**



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## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **The London Survivors Gateway for Sexual Violence Services**

WGN leads the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides



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tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

### **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

### **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

### **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

### **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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## **Fundraising Manager (Female Applicants Only)**

**Salary range £47,000 - £50,000 per annum (£37,600 - £40,000 pro-rated) | 28 hours per week (part-time) | 12-month fixed term contract**

### **Hybrid working**

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence.

We are seeking a dynamic and innovative Fundraising Manager to lead the development and delivery of our new sustainable fundraising strategy. This is an exciting opportunity to play a pivotal role in helping WGN achieve its strategic objectives over the next five years.

In this newly created role, you will oversee the organisation's fundraising strategy, building on existing funding sources and identifying new opportunities. Working closely with the CEO of Development, you will take the lead on preparing funding applications, managing fundraising events, and securing funds from statutory funding, charitable trusts and grants, and corporate partnerships.

This role requires a blend of strategic thinking and hands-on leadership to manage day-to-day operations while advancing the organisation's fundraising capabilities to the next level. You will be a collaborative team player and have excellent communication skills. As WGN's Fundraising Manager, you will be:

- Experienced in working within the non-profit/charity sector with a track record of securing significant funds as a fundraiser;
- A strong strategic thinker, with experience of turning strategic, operational, and financial plans into successful outcomes;
- Experienced in prospect research with an ability to make ethical considerations;
- Able to demonstrate an ability to identify, cultivate, and manage new fundraising opportunities.
- Have a good understanding of the VAWG sector and the challenges of working in this sector

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme, as well as the opportunity to work with a leading multi-cultural, women-led feminist charity. We have some further great benefits that can be shared via the HR team upon application.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian and Ethnic communities.

**For further information and to download an application pack, please visit [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us).**

**Closing date for applications: 9am on Monday 9<sup>th</sup> December 2024**

This post is subject to satisfactory references, DBS check, and social media check.

WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



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## Fundraising Manager - Job Description

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<b>Job title</b>	Fundraising Manager (Female Applicants Only)
<b>Team</b>	Development
<b>Reporting to</b>	CEO of Development
<b>Location</b>	Hybrid working from home and WGN head office based in Vauxhall

### **Women and Girls Network (WGN)**

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

### **Overall Purpose**

The Fundraising Manager will develop and deliver a new sustainable fundraising strategy that will enable Women and Girls Network to deliver on its strategic objectives over the next 5 years.

This new role will oversee the organisation's fundraising strategy; building on existing funding sources, the post holder will support WGN's fundraising executive to elevate the organisation's fundraising strategy to the next level.

The post holder will lead on identifying and managing key fundraising opportunities, preparing funding applications and supporting the fundraising executive to secure funds from a comprehensive range of revenue streams including statutory funding, charitable trusts and grants and corporate fundraising.

The post-holder will need to think strategically while also managing day-to-day operations. They will need to confidently represent the organisation externally and foster and maintain strong relationships with key stakeholders as required.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

### **Key Activities**

- Create and execute a comprehensive fundraising strategy that builds upon WGN's current approach to fundraising while introducing innovative methods to meet financial targets.
- Spearhead the development of new fundraising initiatives and techniques as needed.

- Ensure all fundraising activities align with best practices, WGNs values and ethical standards, charity regulations, and legal requirements.
- Lead the implementation of WGNs fundraising strategy with the CEO of Development to optimize financial outcomes, strategic objectives and operational efficiency.
- Support the cultivation and strengthening of relationships with existing partners and funders.
- Alongside the CEO of Development, collaborate with internal teams, external partners, and relevant organizations to identify and leverage opportunities for joint fundraising efforts.
- Set and meet income targets with the fundraising executive with a particular focus on developing strategies to increase unrestricted income, in close collaboration with the CEO of Development.
- Ensure that all fundraising initiatives are strategically planned, executed, monitored, and assessed with the establishment of timely, critical key performance indicators.
- Lead on the preparation and submission of high-quality applications to charitable funders, ensuring deadlines are met.
- Collaborate with colleagues across Women and Girls Network to ensure the organisation's work is effectively communicated to funders.
- Work alongside the Finance team and Director of Finance & Resources to ensure all financial information is regularly communicated/ updated to ensure proper financial reporting to the executive team and trustees. To forecast and budget plan robustly.
- Lead on fundraising events that WGN may arrange as part of the fundraising strategy.

### **Other Responsibilities**

- Develop and implement a reporting plan for the Executive and the Board of Trustees ensuring objectives are met and providing quarterly progress reports with relevant KPIs.
- As a manager, contribute to the overall strategic direction and leadership of Women and Girls Network
- Work in alignment with WGNs core values and ethos
- Ensure adherence to all WGNs policies and procedures, staying informed about the organization's activities and developments.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified



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working hours, including occasional evenings and weekends. Overtime will not be paid; TOIL will be accrued for hours worked and staff will be supported to take that time.

### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

## Fundraising Manager – Person Specification

<b>Knowledge, Expertise and Experience</b>	<b>Requirement</b>
Experience of working within the non-profit/charity sector (minimum 2 years')	Essential
Proven success as a fundraiser, with a track record of securing significant funds	Essential
Experience of managing third party relationships such as partners, funders and other key stakeholders	Essential
Demonstrable ability to identify, cultivate, and manage new fundraising opportunities.	Essential
Strong strategic thinker, with experience of turning strategic, operational, and financial plans into successful outcomes.	Essential
Experience in prospect research and ability to make ethical considerations	Essential
Excellent written and verbal communications skills to produce the highest quality funding applications	Essential
<b>Skills, Abilities and Behaviours</b>	<b>Requirement</b>
Proactive and a self-starter with attention to detail and the ability to work as part of a team / collaboratively.	Essential
Good communication skills (all forms of communication) including presenting financial information to non-finance stakeholders	Essential
Ability to prepare accurate, relevant and clearly presented information	Essential
Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities and meeting deadlines and targets under pressure.	Essential
Detail-oriented and confident in taking a hands-on approach to fundraising.	Essential
Ability to understand complex processes and design and implement improvements	Essential
Ability to respond effectively to changing priorities	Essential
Demonstrable negotiation, relationship building, and conflict resolutions skills	Essential
Advanced Microsoft Excel skills	Essential
Ability to demonstrate respect for all stakeholders	Essential
<b>Others</b>	<b>Requirement</b>
Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable