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Dear Applicant,

Thank you for your interest in working with IDAS.

Please find enclosed:

- Guidance notes – **please read these carefully**
- Job description
- Person specification
- Application form - please download from our website: [here](#)
- Link to our Diversity and Equalities Monitoring questionnaire: [here](#)

If you require any additional information about the position, please email [hbrandpayroll@idas.org.uk](mailto:hbrandpayroll@idas.org.uk)

All completed applications should be emailed to [hbrandpayroll@idas.org.uk](mailto:hbrandpayroll@idas.org.uk) or posted to IDAS, HR & Payroll Officer, 39 Blossom Street, York YO24 1AQ. Email applications are preferred.

All applicants should also complete our Diversity and Equalities Monitoring questionnaire via the following link [here](#). This information helps us understand whether our recruitment process has reached a wide audience and it will be held completely confidential.

The closing date for this post is noon on Monday 16<sup>th</sup> May 2022, interviews will be notified shortly afterwards.

Unfortunately, we are unable to provide feedback on applications.

Best Wishes,

Tracey Beever  
Head of People, Independent Domestic Abuse Services.



Safe lives, free from abuse and violence

## **GUIDANCE NOTES:      Independent Domestic Abuse Services**

- Please read the job description and person specification before completing the form.
- Use black ink when completing the form.
- Complete the application form as fully as possible, referring to the job description and person specification. We only short-list people for interview who meet every essential requirement on the person specification.
- Include information about your relevant experience, this can be experience gained through voluntary work, interests or hobbies as well as through paid employment.
- Include details of why you want to work for IDAS as well as information about your experience.
- Please return the application form via email to: [hbrandpayroll@idas.org.uk](mailto:hbrandpayroll@idas.org.uk).
- Please complete the Diversity and Equalities Monitoring Questionnaire using the link provided.
- All your personal information is held in accordance with IDAS Data Protection and Confidentiality Policies and will not be shared with anyone other than for the purpose of this recruitment process.

## Independent Domestic Abuse Services (IDAS)

### Job Description

<b>JOB TITLE:</b>	Fundraiser
<b>LOCATION:</b>	York
<b>SALARY</b>	NJC Scale point 22, £27,514.22 FTE £18,590.69 (pro-rated)
<b>HOURS:</b>	25
<b>LEAVE:</b>	26 days plus Bank Holidays (Full Time)
<b>RESPONSIBLE TO:</b>	Chief Executive Officer (CEO)
<b>RESPONSIBLE FOR:</b>	Volunteers and champions

Hours of work will be flexible according to the needs of the project and may include evening and weekend work. The position is based in York. However, you may be required to work in various locations. Annual leave and time off in lieu to be taken with the prior agreement of your line manager.

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### OVERALL OBJECTIVES

To lead on all fundraising activities, including developing effective relationships with sponsors and donors, making grant applications and supporting the development and delivery of an annual programme of fundraising events.

To assist IDAS to develop its approach to fundraising ensuring that we meet key financial targets.

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### PARTICULAR TASKS OF THE POSTHOLDER

#### Fundraising events

- To support members of the operational teams to develop a programme of local fundraising activities.
- To lead on the planning and management of major fundraising events in the Yorkshire area.
- To recognise and promote community fundraising opportunities across IDAS.
- To develop, maintain and distribute regular communication across all channels for all events including to IDAS staff, supporters, champions and volunteers.



## **Trusts and Foundations**

- To work alongside the senior team to build relationships with new funders including trusts and foundations and to maintain existing relationships with existing grant giving organisations.
- To research and identify new funders, including trusts and foundations.
- To work with the senior team to prepare high quality funding applications in accordance with the requirements of potential funders.

## **Corporate Giving**

- To research potential corporate supporters and engage with them to help secure funding for IDAS.
- To identify and secure new corporate partnerships, focusing on Charity of the Year partnerships, corporate donations, sponsorship opportunities, employee fundraising, payroll giving and gifts in kind.
- To provide excellent account management and to design and deliver bespoke communications to supporters.
- To assist in the development of new corporate partnership products.
- To work collaboratively with colleagues across IDAS to maximise corporate fundraising income.

## **Major Giving**

- To work in collaboration with the senior team to create and ensure effective approaches to individuals and to propose and implement strategies for the solicitation of major gifts.
- To research and approach potential major donor supporters to secure large donations from individual givers.
- To network and encourage warm supporters to make introductions to potential supporters / donors.
- To work with the senior team on prestigious and creative major donor events ensuring each achieves its objective and meets its income target.
- To build relationships with local, regional and national companies as appropriate.

## **Internal and External Liaison and communication**

- To communicate positively with all colleagues, providing support to the wider management team by promoting IDAS values and ethos across the organisation.
- To attend and participate positively in relevant meetings, training, supervision and annual appraisals.
- To act as an ambassador for IDAS, representing the charity and undertaking public speaking at external events.



- To promote all fundraising activities and requests both internally and externally.
- To write blogs promoting fundraising activities and to ensure the creation of fundraising social media content which is timely and accurate.
- To act as a first port of call for fundraising advice for staff, people we support and supporters from across the region.

### **Database Management and Financial Recording**

- To ensure up-to-date and accurate records are kept on the fundraising database for all supporters, in line with good practice for data capture.
- To ensure that all supporter/donor and trust information, sponsorship forms and gift aid declarations are accurately processed and recorded.
- To use the database as the main source of donor and financial information, editing contact histories and tracking appeal or event targets via the relevant functions within the system.
- To liaise with other fundraising and finance department colleagues to ensure that records are accurate and that both month end and year end reconciliation takes place.

### **Other**

- To work flexibly to meet the needs of IDAS.
- To undertake all other reasonable tasks requested by the senior management team.

## Independent Domestic Abuse Services

### Person Specification – Fundraiser

Qualities required	
<b>Skills and experience</b>	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>▪ Two years' experience in a fundraising role or similar.</li> <li>▪ Experience of developing corporate fundraising partnerships.</li> <li>▪ Proven ability to develop and nurture relationships.</li> <li>▪ Experience of working to defined deadlines.</li> <li>▪ Experience of managing multiple priorities and scheduling work.</li> <li>▪ Proven success in writing grant applications.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Must be able an excellent communicator, able to articulate views and ideas in a persuasive way.</li> <li>▪ To be confident at presenting information in various formats and in different situations.</li> <li>▪ The ability to carry out meaningful consultation and use this to shape and develop our fundraising strategy.</li> </ul> <p><b>Working with others</b></p> <ul style="list-style-type: none"> <li>▪ Must have a proven track record of partnership working and have the skills and ability to build and maintain positive relationships with funders and supporters.</li> </ul>
<b>Organisational abilities and experience</b>	<p><b>Finance &amp; Administration</b></p> <ul style="list-style-type: none"> <li>▪ Strong literacy and numeracy skills.</li> <li>▪ Excellent IT skills, including knowledge of Word, Outlook and Excel</li> <li>▪ To be able to produce and interpret reports.</li> <li>▪ Experience of maintaining Client Management Record systems.</li> <li>▪ Strong attention to detail.</li> </ul>
<b>Personal effectiveness</b>	<p><b>Approach to work</b></p> <ul style="list-style-type: none"> <li>▪ Must be a strong team member who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workloads effectively.</li> <li>▪ Able to produce practical and creative solutions to issues and problems.</li> </ul>

<p><b>Commitment to IDAS</b></p>	<p><b>Commitment to organisational goals</b></p> <ul style="list-style-type: none"> <li>▪ Should be able to demonstrate a strong commitment to the objectives and values of IDAS.</li> </ul> <p><b>Embracing change</b></p> <ul style="list-style-type: none"> <li>▪ Should be open to and supportive of change and new ways of working.</li> <li>▪ Willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.</li> </ul>
<p>The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.</p> <p><b><i>IDAS values</i></b></p> <p>We are: <b>Compassionate, inclusive, courageous and inspirational.</b></p>	

