

# Vacancy

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<b>Job Title:</b>	<b>Monitoring and Fundraising Officer</b>
<b>Reporting to:</b>	<b>Head of Services / Deputy CEO</b>
<b>Responsible for:</b>	<b>The monitoring and coordination of several projects and activities under guidance from the Head of Services and fundraising and bid writing support to the Deputy CEO/Fundraising Lead.</b>
<b>Salary Scale:</b>	<b>£24,000 to £28,000, depending on experience.</b>
<b>Hours:</b>	<b>Full time – 35 hours per week</b>
<b>Location:</b>	<b>The Refugee &amp; Migrant Centre has offices in Birmingham, Walsall and Wolverhampton (<i>head office</i>) The post holder will at times be required to travel to different sites with the main base being at the head office.</b>
<b>Contract:</b>	<b>2 years, with possibility of extension</b>
<b>Probation Period:</b>	<b>6 months</b>

This important role would suit an approachable, experienced, and flexible individual who is capable of multitasking, coordinating various pieces of work simultaneously, can follow instructions from senior management but also can deal tactfully and sensitively with others, manage a demanding workload and be a good team player. You will be an energetic and committed individual with an eye for detail and a collaborative approach. Dynamic and motivated you will also be experienced at keeping track of several activities and projects as well as writing successful fundraising bids.

## Job Summary

1. Monitoring - To be responsible for completing the reports for RMC funders, its projects and contracts. To regularly collate the necessary information and data from the project leads as well as the database.
2. Fundraising – To work in partnership with the Fundraising Lead and the Senior Management Team (SMT) in order to raise funds, working to clear aims, objectives and targets for income generation in line with the organisational fundraising strategy, and across the different aspects of RMC’s activity.
3. To assist the Head of Services with the implementation of RMC’s contracts, projects, and activities across its three branches in Wolverhampton (Head Office), Birmingham and Walsall.

## Main Duties and Responsibilities

### Monitoring and reporting

- Extracting reports from the database and preparation of statistics.
- Support RMC Casework Team Managers in implementing systems to gather monitoring data.
- Ensure the data required for various contracts/projects is being correctly gathered/entered on database/reporting tools.
- Support the Head of Services and Casework Team Managers to draft reports where required and ensure that project deadlines are met.

- Report back on contract/project related issues/risks to the Head of Services and help provide solutions.
- If requested, to be the lead person for projects/activities that fall within the remit of this role.
- To ensure KPI's/targets for these projects/activities are achieved and funders' requirements are met through constant monitoring and updates to managers on performance.
- The evaluation of the work of RMC including:-
  - collecting data ref: numbers/needs of visitors and activities of the drop-in and triage.
  - developing data management tools to ensure improved record keeping,
  - case monitoring and evaluation of RMC's work.
  - analysing data to identify issues affecting RMC visitors feeding into grant applications
  - annual reports, development work, campaigns and policy and strategic work.

### Fundraising

The post holder will be **responsible** for:-

- Developing, drafting, and presenting persuasive proposals to submit to Trusts and Foundations. Guidance and supervision will be provided by the SMT
- Identifying/researching new sources of funding for RMC (including, but not limited to, prospective grant making supporters) to ensure sustainability. Ensuring that accurate records are maintained regarding funding applications.
- Supporting the Fundraising Lead in building and developing relationships with Trust and Foundation funders to maximise future giving.
- Supporting the Fundraising Lead in organising meetings with and visits from Trust and Foundation funders and representing RMC in those meetings when required.
- Developing fundraising in the local community and online, including:
  - one-off fundraising events/appeals including fundraising activities by RMC volunteers.
  - maintaining good communications donors, working to increase donor income,
  - representing RMC at externally organised local events, stalls, etc.,
  - responding to enquiries and offers of support,
  - Maintenance of online giving platforms, including maintaining and developing a database of supporters.
  - Regularly reporting on fundraising progress to the SMT. Preparation of monitoring reports for small to medium funders.
  - Ensuring all fundraising activity is in keeping with RMC's values and with fundraising regulations.

### To assist the Head of Services with the implementation of RMC's contracts, projects, and activities across its three branches in Wolverhampton (Head Office), Birmingham and Walsall.

- As part of RMC comms team, help to devise and implement marketing campaigns for contracts/projects using print, social media, etc.
- Organise attend and participate in regular meetings, internal and external with various stakeholders/teams. Prepare the necessary presentation materials for meetings.
- Write briefing for the Head of Services and Casework Team Managers before and after internal/external meetings.
- Document and follow up on important actions and decisions from meetings.

- Help the Head of Services determine required project changes and communicate to Casework Team Managers.
- Facilitate meetings where appropriate and coordinate follow up actions.
- Create a project management calendar for fulfilling each goal and objective.

### Flexibility

To deliver the stated aims of for this post, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties will fall within the scope of the job within the appropriate pay grade. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties that are being performed.

### Knowledge and Experience

1. Data monitoring experience at a public facing organisation which delivers to a diverse range of clients. **Essential.**
2. Fundraising experience at a public facing organisation which delivers to a diverse range of clients. **Essential.**
3. Proven track record in a similar role. **Essential.**
4. Flexible approach to working methods and service delivery, and a willingness to learn new skills. **Essential.**
5. Qualified to a degree level or equivalent. **Desirable**

### Skills and Abilities

6. Well-developed people skills and a fair degree of emotional intelligence. **Essential.**
7. Ability to produce high quality written work to deadline. Organisational skills and the ability to manage and prioritise a demanding workload. **Essential.**
8. Commitment to equal opportunity principles and the ability to implement equality strategies. **Essential.**
9. Ability to lead, support and develop a team of staff and/or volunteers. **Essential.**
10. Flexibility in performing duties during out of office hours if required. **Highly desirable.**
11. Proven ability to communicate effectively verbally and in writing and use IT systems for the provision of services. **Essential.**

- Applications should be emailed to [vacancies@rmcentre.org.uk](mailto:vacancies@rmcentre.org.uk)
- The closing date for applications is 4 April 2021
- Shortlisted candidates will be contacted on 8 April 2021
- First interviews to take place on 14 April 2021