



### ☆ Our Vision

Where all women and girls in Lancashire are valued and treated as equals.

### ☆ Our mission

To empower women and girls to be able to transform their lives by bringing them together to

- find their voice
- share experiences and understanding
- develop their knowledge and skills
- challenge stereotypes and misconceptions about them

...so that they can have choices in becoming the individuals they want to be.



Business Development Officer

# About us

Operating for over thirty years, Lancashire Women's Centres (LWC) provide a network of five female only centres to provide safe, dedicated female only space for women across the county. We provide a 'One Stop Shop Service' for women, bringing together a range of services under one roof, designed to support women who at any one time may be facing a range of issues including social isolation and exclusion, homelessness, poverty, mental ill health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs. Following a period of significant growth, we are looking ahead to ensure that our services continue to meet women's needs and retain women's voices and experiences at the heart of their design. Whilst our delivery draws upon three decades of practical experience in supporting women - and is an approach recognised nationally for its effectiveness and impact - we are working hard to ensure that we continue to innovate in our use of knowledge, data, resources, collaboration and service design techniques to allow us to develop the most effective services for women in our community.

This appointment comes at a pivotal time in our organisational development, and the post holder will play a key role in developing new income streams and supporting with innovative ideas and ways to raise funds to allow us to meet the needs of women and girls

## Our values

- Empowering: we work to build on the strengths that all women & girls have so that they can become more confident, especially in controlling their own life and claiming their rights.
- Non judgemental: We accept each woman exactly as they are and genuinely make no moral judgement about their situation.
- Honest: we try to be real with all the women & girls we work with so they can have choices about their lives knowing that they will need courage to make changes that will benefit them and those around them.
- Creative: in our approach to supporting women & girls and seeking solutions with them for the challenges they face.
- Collaborative: we know we learn more and can achieve more when we work together.

## Overview of the role

An important new role, working within the Development Team. You will be responsible for assisting the Development Director with the development of the charity as well as taking the lead on construction and implementation of LWC's new corporate partnerships fundraising strategy.

**“The ethos at the heart of the organisation makes being a part of the team such a rewarding experience.”**

# Main duties

## General

- Provide agreed and appropriate assistance to the Development Director to support wider business development activity for example, involvement in tendering and bid writing activity, undertaking trust fundraising as appropriate, and developing, implementing and managing business development processes.
- Ensure that required standards of health and safety are maintained.
- Work flexibly as and when required and to support other team members as needed.
- Uphold the policies and ethos of Lancashire Women's Centres at all times.
- Carry out such other duties as may be required in line with the nature of the post.

## Communications/Events

- Plan, oversee and coordinate fundraising events where necessary
- Nurture good relationships with prospects and donors, and contribute to the effective and excellent stewardship of donors, including at events.
- To cultivate and recruit new and existing corporate volunteers.
- Develop new partnerships and working with the Development Team and other internal teams establish partnership agreements, media and communication plans and reporting.
- Prepare and present creative pitches and proposals.
- Maintain accurate and up-to-date records of corporate communications.
- Represent the charity at relevant networking, events and presentations outside normal office hours (evenings and weekends) as required.

## Fundraising

- To take lead responsibility for corporate fundraising, including the development of a realistic strategy for corporate fundraising which contributes and aligns to the broader development and organisational strategy for the charity as a whole and which works towards long term and high value relationships.
- To raise the profile of the charity, with a focus on activities to support income generation – while protecting and enhancing the charity's reputation and brand.
- Reduce expenditure for the Charity by sourcing appropriate in-kind donations.
- Identify and research potential new suitable corporate fundraising opportunities, developing and managing a pipeline of opportunities.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

# About you (Person Specification)

- ☆ Willingness to work some unsociable hours when required. (Evenings and weekends)
- ☆ Ability to work flexibly and at pace
- ☆ Team focused, ability to encourage colleagues to support fundraising activities
- ☆ Enthusiastic and approachable
- ☆ Shared values with LWC
- ☆ Current driving license with access to own car

# Your skills and understanding

- ☆ Excellent written and verbal communications skills
- ☆ Copy-writing and presentation skills
- ☆ Ability to work under own initiative to manage varying competing priorities
- ☆ Working knowledge of fundraising best practice, legal requirements and health and safety relating to events
- ☆ Ability to talk to prospects, donors and supporters to translate complex projects into compelling opportunities to maximise success
- ☆ An understanding of the different types of corporate partnerships
- ☆ Excellent level of IT skills including Microsoft Office, email and databases

# Your experience

☆ Proven corporate fundraising or relationship management experience

☆ Building relationships with high value partnerships

# Qualifications

☆ Educated to graduate level or equivalent experience in a related field

## HOW you can apply

Application form found at:  
[www.womenscentre.org/careers](http://www.womenscentre.org/careers)  
to be submitted to  
[Recruitment@womenscentre.org](mailto:Recruitment@womenscentre.org)

Further details about our work and impact can be found at [www.womenscentre.org](http://www.womenscentre.org)

## Salary

£25,647 per annum pro rata.

## Hours

25 hours per week

## Closing Date:

Wednesday 5th September 2018

12 noon

## WHY we are great to work for...

- A chance to work in a rewarding, ethical and agile environment where every day you are really making a difference to the lives of women and girls.
- Employer Pension Scheme.
- Flexible working / work life balance.
- Childcare vouchers.
- Be involved in an organisation which put service users and co design at the centre of all we do.

We have big plans and there will be challenges along the way.

Do you have the energy, knowledge and creativity to meet those challenges?

Head Office:  
21-23 Blackburn Rd,  
Accrington  
BB5 1HF  
01254 583032

Centres in:  
Accrington  
Blackburn with Darwen  
Blackpool  
Burnley  
Preston

Outreach Activity in:  
Blackburn with Darwen  
Chorley  
Lancaster  
Skelmersdale  
Kendal  
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