



## **JOB DESCRIPTION AND PERSON SPECIFICATION FOR:**

### **Manager of Development: Fundraising, Operations, and Reporting**

**Salary: £36k**

**Hours: 35 Hours per week (25 days Annual Leave, Plus Bank Holidays)**

**Fixed term contract for 1 year (with possibility of extension)**

KMEWO is committed to continually developing our practice as an equal opportunities employer. We strongly encourage the applications of people from minoritised communities.

***All vacancies at KMEWO are open to women only: (exemption under the Equality Act 2010 Schedule 9, Part 1) Section 7(2) e of the 1975 Sex Discrimination Act and Section 5(2) d of the 1976 Race Relations Act applies).***

#### **ABOUT KMEWO**

KMEWO is a “led by and for” Black and Minoritised women charity founded in 1999. Our aims are:

- a) To relieve the distress and suffering of Black and Minoritised women and girls in necessitous circumstances resident in the UK.
- b) To promote the human rights of Black and Minoritised women and girls.
- c) To promote equality of opportunities of women from minoritised backgrounds through intensive advocacy, training and raising awareness on issues and meaningful inclusion.

Our VAWG services support some of the most vulnerable women fleeing from Harmful Practices (HP), including Female Genital Mutilation (FGM), Forced Marriage and “Honour” Based Violence (HBV).

Holistic services are provided through a single ‘front door’ to ensure that service users are linked in with key support effectively. Services are IMKAAN, and AQS accredited and include 1:1 advice and specialist VAWG advocacy, mother-tongue counselling services in five languages, support & wellbeing groups, digital inclusion and upskilling programmes through providing digital devices and data, ESOL and employability skills classes and one to one support to start volunteering and employment. All services are connected internally and are

designed to help survivors of VAWG through safety, recovery and rebuilding stages, leading many towards transforming from survivors to thrivers.

## **ABOUT THE ROLE**

As KMEWO continues to grow, we have recognised the need for dedicated staffing resources to undertake the day-to-day responsibilities encompassing an integrated approach to operations, fundraising, and reporting functions. As a senior team member, you will play a pivotal role in both executing and shaping the organisation's vision and strategy. Your duties will involve working closely with the director to ensure seamless daily operations, sustained successful fundraising efforts, and the production of insightful reports, all of which contribute to accomplish the organisation's mission.

### **1. Developing the fundraising work of KMEWO:**

Working with the Director, ensure an effective fundraising strategy and implementation plan for sustaining current services and new initiatives:

- Writing fundraising applications and/or tender documents
- Review and help to develop KMEWO's fundraising strategy, including seeking to diversify sources of funding, and engaging the Chair and the Board in pursuing fundraising opportunities.
- Assisting in the search for opportunities for tendering, contracts and grant applications to funders and donors consistent with KMEWO's objectives and plans.

### **2. Lead on all HR matters:**

ensuring that internal systems, processes, and administration meet external best practice standards, are efficient, and that staff are supported, nurtured, and developed. The postholder will ensure that an effective performance management approach is delivered across the organisation. The postholder will work closely with staff colleagues to develop and deliver an outstanding approach to people management, building a learning culture that delivers high quality, extensive support enabling people to achieve their best as a team.

Specific tasks:

- Advising on the strategic and operational HR implications of project and service changes and development.
  - Ensuring consistency in staff recruitment and selection.
  - Advising on staff induction, training, and development to meet the charity's needs.
  - Supporting staff colleagues with effective development, supervision, appraisal, and performance management.
  - Playing a full part in the development of the staff team and deputise for the Director as required.
3. Review and maintain other organisational systems to ensure efficiency and effectiveness. The postholder will ensure that policies and procedures meet the highest standards, reflect the charity's ethos effectively and support the organisation's strategic development, champion inclusivity, and sustainability.

### **4. Data analysis and report writing:**

- The post holder will produce accurate and timely reports for funders on multiple projects and partnerships.
- Work with Project/ Service managers and their teams to ensure delivery of appropriate monitoring and evaluation processes.

Having a senior manager's role at KMEWO, you are expected to share a strategic vision about KMEWO's direction, growth, and expansion. You will be expected, with training and support, to take an active part in supporting the whole organisation. Experience and aptitude to provide calm leadership and a supportive problem-solving approach to practical problems and judgements involving risk is necessary.

*Note: This job description is not intended to establish a total definition of the job, but an outline of the duties. The details above are neither exclusive nor exhaustive and the post holder may be required to carry out additional tasks from time to time, to enable the organisation to carry out its work efficiently.*

***This post is subject to an enhanced DBS Clearance.***

#### **Number and roles of staff line managed by Operations Manager**

- VAWG service manager and Project service manager.

#### **KEY OUTCOMES**

- KMEWO has all the appropriate systems and processes in place to ensure efficiency, effectiveness, and economy (sound use of charitable funds) and facilitate service delivery of the highest standard on a continuing basis.
- KMEWO has an effective approach to fundraising that underpins the sustainability of the organisation, and its services to beneficiaries.
- KMEWO is able to meet its monitoring and reporting requirements on a continuing basis.
- KMEWO Board of Trustees and relevant staff have the data and information required to evaluate the effectiveness of all the elements of our service on a continuing basis.

#### **PERSON SPECIFICATION**

- At least two years' experience of working in operational and/or fundraising roles within an organisation, whether charitable, public, or private sector. The postholder should have experience of line management of staff.
- A strategic understanding of how financial and operational matters impact and support high standards of service delivery, and a commitment to continuous improvement in all ways of working.
- Professional, principled, positive, and self-motivated, able to act consistently as a strong role model.
- Understanding of the imperatives of good financial management in a charity

- Understanding of good fundraising practice
- Understanding of human resources management, including employment law, staff development and good HR practice
- Knowledge and experience in the administration of ICT systems including relevant software programmes, and data entry.
- Understanding of fundraising by charities to ensure continued sustainability.
- A basic level of understanding of charity governance.
- Understanding of the operational and strategic issues and challenges currently facing charities
- Focus on high quality with rigorous attention to detail, the confidence to challenge and to be challenged.
- Understanding / empathy with the experiences, needs and impact of the charity's beneficiaries with a mature, calm, and empathic manner, and strong verbal and written communication skills.
- Extremely well-organised with an ability to prioritise workload; and a positive attitude and willing to contribute to developments, improvements, and changes within KMEWO.
- Demonstrable commitment to equal opportunities and diversity, with a non-judgemental approach.
- A commitment to pursuing professional excellence, personal development, and learning.
- A commitment to supporting and developing staff and volunteers as individuals and as a team.

To apply for this position, please complete the Application Form and email it to [sawsan@kmewo.com](mailto:sawsan@kmewo.com) by **21<sup>st</sup> of September 2023**.