



## Support for survivors of rape and sexual abuse

### Job Description

Job Title:	Income Generation Manager
Responsible to:	CEO
Salary:	£30,000 pro rata
Hours:	up to 20 hours per week
Contract:	Part-time. Permanent.
Location:	Home based – occasional travel to Survive office in York (plus occasional travel across North Yorkshire)
Vetting:	This post is subject to enhanced DBS check.

**Closing Date: 10am, Tuesday 31<sup>st</sup> May 2022**

	<p>Survive is pleased to be a Disability Confident employer:</p> <ul style="list-style-type: none"><li>• challenging attitudes towards disability</li><li>• increasing understanding of disability</li><li>• removing barriers to disabled people and those with long-term health conditions</li><li>• ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations</li></ul> <p>If you would like our application pack in another format, or wish to discuss how we would make adjustments for you to take on this role please contact <a href="mailto:recruitment@survive-northyorks.org.uk">recruitment@survive-northyorks.org.uk</a> or call Jane 07597023450</p>
	<p><b>This post is funded by The National Lottery Community Fund.</b></p>

### **Background Information**

Survive helps survivors of rape, sexual assault or child sexual abuse rebuild their lives, relationships and reach their potential by delivering specialist services.

Survive started in York in 1990 as a survivor-led support group for women who had experienced Child Sexual Abuse. They found comfort and solace in talking to others who had the shared experience of Child Sexual Abuse. Over three decades later and Survive now offers 1-1 support work, counselling and trauma therapy in York and across North Yorkshire to any adult survivor (including male survivors) of any sexual violence including rape, sexual assault or Child Sexual Abuse.

Survive also operates a helpline for those affected directly or indirectly by sexual violence and has a small library of self-help books covering a range of subjects – from inspirational survivor stories and coping with the



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impact of sexual trauma to recognising and managing mental health conditions such as anxiety and depression.

Our values of being Inclusive and Enabling, offering Hope and showing Integrity and Courageous Advocacy underpin everything we do.

### **Main purpose of post**

This is a new position funded by The National Lottery. Due to increased demand for our services, we are looking for a highly effective and experienced Income Generation Manager to join the team and identify, develop and build income-generating activities and relationships. This is a strategic role, which will contribute to Survive's financial sustainability beyond the duration of this grant.

### **Why we need an Income Generation Manager**

Each year we help over 500 survivors of sexual violence rebuild their lives, relationships and reach their potential. We want to recruit a part-time Income Generation Manager to identify and develop income-generating activities and relationships in our community, which will result in some of our specialist services being paid for and delivered within community settings. The successful candidate will help us develop new income streams, diversify our income and contribute to our long-term sustainability enabling us to help even more survivors in the years to come.

Survive welcomes applications from those who have been subjected to sexual violence, those who have been indirectly affected by sexual violence and from people of colour, minority ethnic groups, disabled people, people in recovery, and people from the LGBTQIA+ community.

### **Outline of main duties**

The following is a summary of the key responsibilities of the post. It is not intended to be an exhaustive list and the post-holder may be required to carry out other duties, which are appropriate to the scale and nature of the job role.

### **Income generation**

- Develop and write business cases to secure income for our specialist services.
- Negotiate contracts to embed our services in community settings.
- Identify and develop new income-generating activities and relationships.
- Develop partnerships with organisations and professionals to best support survivors.
- Identify and promote the difference we make to third parties through our work with survivors.
- Steward, support and develop existing relationships.

### **Fundraising**

- Assist CEO in delivery of fundraising strategy and monitor progress against the plan.
- Share intelligence, insight and analysis to strengthen decision-making at a strategic level.
- Work in collaboration with the Marketing and Fundraising sub-committee:
  - to identify opportunities to increase individual, corporate and trust fund giving
  - to ensure that all opportunities to promote Survive and develop our fundraising and supporter engagement experiences are explored and maximised

### **Marketing**

- Help external stakeholders, partners and supporters connect to the work of Survive and understand the positive impact their financial support has on survivors.
- Provide information and outcome data and contribute to reports.
- Act as an ambassador for Survive representing the charity at external events, including a wide range of networking.



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- Work In collaboration with the Marketing and Fundraising sub-committee to develop compelling and inspiring donor and supporter communications to strengthen the donor journey and meet ambitious fundraising targets.

### **Other**

- Follow Survive policies and procedures including (though not limited to) Safeguarding, Health and Safety, Confidentiality, data protection and information sharing.
- Attend regular meetings with line manager to review work load and any other issues, including training and development needs.
- Attend Marketing and Fundraising sub-committee and Finance sub-committee meetings and other internal and external meetings as required. Participate in Survive team meetings.
- Complete additional administrative tasks when required.



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## Person Specification – Income Generation Manager

	Essential	Desirable
<b>Qualifications</b>		
A good standard of general education.	<input type="checkbox"/>	
Certificate in Fundraising or equivalent in a relevant discipline ( <i>marketing, communications, project management</i> ).		<input type="checkbox"/>
<b>Experience</b>		
Worked successfully with senior decision makers, ideally with NHS Commissioners, local authorities and/or other public sector agencies	<input type="checkbox"/>	
Leading, negotiating and closing business to business partnership deals	<input type="checkbox"/>	
Account and/or relationship management		<input type="checkbox"/>
Identifying and developing income-generating activities for charity	<input type="checkbox"/>	
Growing and developing income (individual donors, funders, trust funds, corporates)		<input type="checkbox"/>
Proven networking, influencing and negotiation skills	<input type="checkbox"/>	
Experience of successfully representing a charity externally with key stakeholders		<input type="checkbox"/>
Adhering to policies and procedures.	<input type="checkbox"/>	
Understanding of sexual violence and trauma.		<input type="checkbox"/>
Working in the voluntary sector.		<input type="checkbox"/>
<b>Skills</b>		
Able to recognise fundraising opportunities and understand the difference between a philanthropic and commercial position	<input type="checkbox"/>	
Excellent at building strong and collaborative working relationships with external partners including health, statutory and voluntary sector partners	<input type="checkbox"/>	
Able to research, analyse and summarise information.		<input type="checkbox"/>
Ability to communicate effectively, in writing and verbally, with colleagues and stakeholders at all organisational levels	<input type="checkbox"/>	
Ability to work collaboratively in a team and work independently with minimal supervision to meet deadlines.	<input type="checkbox"/>	
Able to build and sustain good working relationships with staff/volunteers and external stakeholders.	<input type="checkbox"/>	
Confident use of Microsoft Office applications and computerised database systems	<input type="checkbox"/>	
Confident use of mailchimp, wordpress		<input type="checkbox"/>
<b>Knowledge</b>		
Knowledge of income generation in the voluntary and community sector.	<input type="checkbox"/>	
Knowledge of fundraising in the voluntary and community sector.	<input type="checkbox"/>	



Good knowledge of trusts and foundations and their fundraising techniques and principles		<input type="checkbox"/>
Understanding of effective digital strategies		<input type="checkbox"/>
Understanding of legislation relating to fundraising, specifically the Code of Fundraising Practice and the work of the Fundraising Regulator		<input type="checkbox"/>
A good working knowledge of issues relating to rape, sexual assault and Child Sexual Abuse, and its impact on survivors.		<input type="checkbox"/>
<b>Other Job-related characteristics</b>		
Active promotion of equal opportunities, diversity and inclusive practices.	<input type="checkbox"/>	
A commitment to Survive's mission, vision and values	<input type="checkbox"/>	
Personal authority and credibility at a senior level, and ability to build rapport quickly	<input type="checkbox"/>	
A driven and confident individual who can communicate their enthusiasm, knowledge and passion to others	<input type="checkbox"/>	
Accuracy and attention to detail	<input type="checkbox"/>	
Commitment to personal and professional development including increasing knowledge surrounding impact of rape, sexual assault and Child Sexual Abuse.		<input type="checkbox"/>
A flexible approach to work and problem solving.	<input type="checkbox"/>	
Promote a safe working environment.	<input type="checkbox"/>	
Able to offer some flexibility of work time if given sufficient notice.		<input type="checkbox"/>



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