

**Welsh Women's Aid
Job Description**

Job title:	Business Engagement Officer
Salary:	£27,741 - £29,577 (NJC scale point 23-25)
Responsible to:	Head of Services and Survivor Engagement
Hours:	37.5 per week
Office base:	Cardiff/ home-based
Job Purpose:	To develop Welsh Women's Aid's Organisational Supporter Scheme which aims to provide tools and support for organisations around issues of violence against women to ensure effective responses for staff and customers, in exchange for an annual fee. The postholder will recruit and nurture our relationships with these organisations who will be inspired to join us on our journey towards creating a world in which women and children live free from domestic abuse, sexual violence and all forms of violence against women.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Job Details

Key Functions & Tasks

Operational Planning

- Develop a communication and recruitment strategy to identify private, public and third sector organisations to support Welsh Women's Aid's mission by becoming organisational supporters.
- Work collaboratively with the various teams within the organisation to develop a comprehensive package of support that Welsh Women's Aid can offer to its organisational supporters.
- Work proactively with the Head of Services and Survivor Engagement and others to identify opportunities to promote and develop the scheme.
- Work collaboratively with the Fundraising Team to ensure that organisational supporters are kept abreast with fundraising initiatives that Welsh Women's Aid undertakes and support them to participate in these.
- Identify areas where partnership working can be further developed.
- Identify areas where income generation activities can be promoted to organisations, for example via access to paid training additional to that provided as part of the scheme or via corporate sponsorship opportunities.

Supporter management

- Build strong, long-term, meaningful and mutually beneficial relationships with a wide range of organisational supporters.
- Ensure excellent communication and supporter care processes to meet the specific needs of each organisational supporter.
- Support organisational supporters to develop action plans to demonstrate their commitment to ending violence against women, domestic abuse and sexual violence (VAWDASV).
- Develop and deliver awareness raising workshops on VAWDASV tailored to the organisational supporters' needs.
- Oversee the development of template workplace policies specific and relevant to organisational supporters.
- Provide organisational supporters with appropriate promotional resources and material.
- Enable communication between the network of organisational supporters to share and promote examples of initiatives they have undertaken.
- With the Fundraising Team ensure organisational supporters have access to the resources to help them fundraise directly e.g via employee fundraising, events, payroll giving etc.
- Ensure organisational supporters have access to resources enabling them to support initiatives that will help bring an end to VAWDASV.

Scheme administration

- Update the Client Relationships Management (CRM) database with new organisational supporters and any relevant communication.
- Track the engagement activity and other outputs (such as evidence of positive messaging, fundraising activity & other income generation) delivered by organisational supporters. Keep organisational supporters up to date Welsh Women's Aid's work, upcoming conferences and events, and new ways to get involved through a regular newsletter and other communications.

- Organise and administer meetings and events.
- Administer the Welsh Women's Aid's organisational supporter mark that recognises organisational supporters' commitment to ending VAWDASV.

Reporting

- Contribute data and information for internal and external reports.
- Assist and provide input into the regular review of progress against agreed targets.
- Utilise reporting systems in place and coordinate information.

General responsibilities

- At all times protect the safety and security of survivors, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the rights of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children policy and Safeguarding Adults policy.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Assist in the organisation of conferences or events organised by WWA, if required.
- Work within the values, policy and practices of WWA.
- Ensure WWA complies with the law and best practice in respect of data protection, health and safety regulations, and equality and diversity requirements.
- Responsible for undertaking any other duties appropriate to the post.

Variation Clause

Welsh Women's Aid reserves the right, following full and reasonable consultations with the member of staff and their trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. The post holder is expected to produce regular reports for monitoring and review by their line manager and Chief Executive as required.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.

- Welsh Women's Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme following successful completion of 6 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time in lieu is to be taken in consultation with the line manager.

**Business Engagement Officer
Person Specification**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications are required for this role as training will be provided although evidence of relevant learning is advantageous. 	
Experience	<ul style="list-style-type: none"> Experience of using a variety of methods to communicate with and recruit new organisational supporters. Experience of developing new leads. Experience of providing excellent support and stewardship activities. Experience of providing presentations or training to a range of audiences. Experience of using a CRM database to store and evaluate supporter data. Experience of developing engaging communications and information resources. Some experience of sales, project or event management. Experience of working to targets. 	<ul style="list-style-type: none"> Experience of working with and developing professional relationships with corporate organisations.
Knowledge	<ul style="list-style-type: none"> An understanding of the experiences and needs of survivors affected by violence against women, domestic abuse and sexual violence. An understanding of the VAWDASV policy framework and the role of VAWDASV specialist services. A good understanding of corporate processes. 	
Skills	<ul style="list-style-type: none"> A strong verbal and written communicator with good presentation skills. Ability to adapt charity messaging to a corporate audience, their staff and customers, audiences. Ability to gather and evaluate data for reports with excellent attention to detail. Able to work alone and as part of a team. Able to build and maintain good working relationships with organisational supporters and colleagues. Target driven. Able to prioritise, plan and organise own workload and deliver projects within a set timeframe with clear outputs/outcomes. Highly computer literate and proficient in word-processing, spreadsheets and databases, email and Website technology. 	
Other	<ul style="list-style-type: none"> Able to demonstrate a commitment and understanding of the aims and objectives of Welsh Women's Aid. 	<ul style="list-style-type: none"> Bi-Lingual in Welsh and English, both spoken and written.

	<ul style="list-style-type: none">• Commitment to anti-discriminatory practice and equal opportunities.• Willingness to travel and work occasional weekends and evenings as required.	
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