



HERTS AREA RAPE CRISIS AND SEXUAL ABUSE CENTRE (HARCSAC)

(This position is exempt from the Equality Act 2010 and requires a female worker)

Job Description

Job Title:	Fundraiser / Office Manager
Responsible to:	the Designated Trustee
Responsible for:	Office Administrator (p/t time)
Rate of pay:	£19
Hours:	16 per week (core hours 9am-5pm + some evenings)

Purpose

To support HARCSAC's work in promoting the recovery of women (18+) in Hertfordshire who have experienced rape, sexual assault, or sexual abuse at any point in their lives. This role supports HARCSAC's day-to-day operations by supporting the Finance Team in building and maintaining a secure, diverse funding base to sustain and develop services and ensure the smooth, effective running of day-to-day operations. To ensure that the office has up-to-date IT systems and that volunteers and staff can use them and run all essential office services.

Key Responsibilities

Fundraising

- Supporting the Finance Team in developing a Trust and Statutory Fundraising Strategy in line with targets set by the Treasurer
- Research and build relationships with new, potential, and existing funders
- Submit high-quality funding applications and ensure timely follow-ups
- Maintain funder relations through regular updates, thank-you's, and detailed progress reports
- Prepare funder reports using monitoring data provided by Trustees

Office Management & Administration

- Oversee daily operations of the HARCSAC office and admin services
- Line-manage a part-time Service Administrator
- Ensure accurate statistics are maintained and develop reports for funders and regulatory bodies and other interested parties from database
- Ensure compliance with relevant policies, procedures, and legislation
- Implement changes based on Trustee decisions

Special Projects

- Support the Trustee overseeing volunteer recruitment, training, and induction
- Co-ordinate and design the production of the charity's Annual Report
- Identify cost control opportunities
- Manage other ad hoc projects as needed

Other Duties



- Provide IT support
- Develop new partnership opportunities
- Ensure all digital records comply with Data Protection Act
- Provide cover for the Service Support Co-ordinator when needed
- Report regularly to Trustees via Thursday evening meetings or written updates

This is a **hands-on role** requiring flexibility and a willingness to work across a range of tasks.

Additional Commitments:

- **Trustee Meetings:** Attend and minute quarterly meetings (Evenings)
- This job holder will be required to attend our **specialist training** one evening a week for 11 weeks
- Enhanced DBS check required

HERTS AREA RAPE CRISIS AND SEXUAL ABUSE CENTRE
(HARCSAC)



Office Manager and Fundraiser
Person Specification

(This position is exempt from the Equality Act 2010 and requires a female worker)

General Requirement:

Experience can come from either **paid or unpaid work**. Applicants must clearly demonstrate how they meet all **essential criteria** in both their application and interview.

The successful candidate will:

- Be **self-motivated**, able to work independently with minimal supervision
- Thrive in a **collaborative team environment**
- Show a strong **interest in women's issues** and a passion for delivering high-quality support services

Essential Skills & Experience

- Proven experience in **charitable fundraising management**
- Experience of **small service management**, ideally involving **negotiated decision-making**
- **Excellent written and verbal communication skills**
- Strong **organisational and interpersonal skills**
- Proficient in **Microsoft Office** (Word, Excel, PowerPoint)
- **Expertise** with IT software and an aptitude for understanding and embracing new technologies
- **Organised** and detail-oriented
- Willingness to be **flexible** in a small, supportive team

Desirable

- Knowledge of **local support organisations, charities, or statutory bodies**
- Understanding of **legal responsibilities of charity trustees**
- Experience with **updating websites or intranet systems**
- Confidence with **data/statistics** for meaningful reporting