



Job description

Funder and Charity Lead - Home Based

Contract: Part-time, 18 hours per week, Fixed Term 3 Year Contract

Salary: £25,000 (Pro rata)

Holidays: 22 days + bank holidays

We have an exciting opportunity to join the Operations Team at All Ways Network.

Are you passionate about supporting the Muslim community in the UK? Do you want to use your skills to empower small grassroots groups? We are looking for a *Funder and Charity Lead* to support AWN with the delivery and management of our current services and to build upon our existing database and understanding of the grassroots charity sector.

About All Ways Network

All Ways Network's (AWN) inception back in 2017 began from our very first Meet the Funders event. We became a registered charity (1180445) in October 2018, and have been working to make the funding landscape more accessible for small not-for-profit (NFP) groups.

We support NFPs working in a variety of programme areas, including, but not exclusively in: insecure housing, domestic violence and abuse, substance misuse, community empowerment/cohesion, women's empowerment, work with young people, work with older people, prisoners and ex-offenders etc.

Who we are

The AWN team:

We are a small team of 6, made up of a Board of Trustees and Volunteer Consultants, who are united in the charity's vision and passion to support the underserved Muslim community in the UK.

We are committed to maintaining an environment where all voices are equitably heard and recognised. The AWN Team comprises grant funders and those with direct experience of working in grassroots charities. We are in the process of expanding the group to include more people with lived experience and those who have worked with the Muslim community.



The Role

Reporting to the AWN Board of Trustees, you will be a key member of the AWN operations and engagement team. You will help to shape the direction of our charity support services in the future and provide valuable insights into the challenges of grassroots organisations supporting Muslim communities across the UK.

Responsibilities:

- To help us further establish AWN as the voice of small NFPs groups that work with Muslim communities, their representatives and beneficiaries in order to drive positive change and understanding for minoritised and underserved groups within the sector.
- Work with AWN's Senior Management Board to develop, implement and measure the success of relevant innovative AWN plans for the small groups that meet AWN criteria, ensuring there is alignment to the overall AWN Roadmap.
- Lead on building relationships and creating partnerships with funders, local voluntary service councils and charity umbrella bodies across the UK.
- Develop strong professional relationships with small community groups across the UK. Conduct needs assessments with small groups to establish a support programme to address any gaps in their processes or services.
- Organising and helping with AWN events and activities such as *Meet the Funders*, bid-writing workshops and charity networking events. Managing volunteers on the day and ensuring a successful outcome.
- Represent AWN at external events, such as roundtables and meetings; delivering presentations to build awareness of our services.
- Seek out and participate in forums which are relevant to the work and goals of AWN when required.
- Lead on the recruitment of volunteers and coordinating their work with support from the Board of Trustees.
- Providing information, advice and guidance on AWN's website and social media platforms. Creating and building an AWN Community Hub for small community groups we work with.
- Remain up to date on opportunities that may arise as relevant to the AWN – including networking and knowledge-sharing.
- To map the work and needs of small groups supporting the Muslim community in the UK to inform discussions about barriers to grant funding.
- To document and keep reports of what small grassroots organisations' needs are during the pandemic and/or otherwise, so as to inform AWN on how to best address these concerns via our advice and support sessions.



- Managing the charity’s main mailbox and website, responding to queries and signposting charities where necessary.
- Collecting and creating case studies of the work the NFPs are currently doing and creating a profile for AWN’s website.
- Creating and maintaining AWN’s CRM database - Salesforce.
- Assist in actively promoting AWN’s services through appropriate channels and platforms; upholding and promoting the charity’s values and ethos.
- Any ad-hoc duties as required in the role.

We welcome innovative ideas and we support continuous professional development.

Person Specification:

Criteria	Essential	Desirable
Qualifications	General standard of education to A Level/Level 3	
Expertise/ Knowledge	<p>Previous experience of working within the charity or funding sector.</p> <p>Understanding of the needs of the Muslim community in the UK.</p> <p>Knowledgeable about the charity sector and in particular the Muslim charity sector.</p> <p>1 years minimum admin experience.</p> <p>Knowledgeable about grantmaking and institutional funding.</p> <p>Experience of building and maintaining professional relationships.</p>	<p>Experience of using a CRM system and managing data. In particular Salesforce.</p> <p>Experience of working with volunteers.</p>



<p>Skills/ Competencies</p>	<p>Ability to demonstrate high levels of professionalism and a service mindset.</p> <p>Excellent written/verbal skills and attention to detail.</p> <p>Excellent IT skills, including experience of using Microsoft packages - Word, Excel, PowerPoint, and Adobe products.</p> <p>Ability to use social media platforms such as Facebook, Twitter and Instagram.</p> <p>Excellent people skills including empathy and rapport building, listening skills.</p> <p>Proven, strong administrative and project management skills. Able to prioritise workload and work independently or as part of a team.</p> <p>Confident in public speaking.</p>	<p>Report writing skills</p> <p>Experience of using Hootsuite</p>
<p>Personal Attributes</p>	<p>Have the drive and ability to think creatively. Use own initiative to complete tasks and problem solve.</p> <p>Demonstrate a 'can-do' outcome-focused attitude and approach. Be resourceful and work to find solutions.</p> <p>High level of personal integrity and confidentiality. Display respect and empathy for others. Be consistent, open and honest.</p> <p>Excellent organisation and active listening skills.</p> <p>Ability to be self-motivating and work unsupervised, while maintaining the quality of work.</p>	

HOW TO APPLY

To apply for the role, please send: your CV (in MS Word or PDF only) and a supporting statement detailing your suitability for the role, specifically addressing the criteria and providing relevant examples to demonstrate how you meet the skills and experience.

We welcome creativity and what is comfortable for you either via *MS Word document of no more than one A4 page* or a *short video of yourself (no more than 5 minutes)* or *presentation/slides (jpeg, PowerPoint etc)*

Please send this to info@awn.org.uk Please indicate “**FCL Application**” and **your name** in the subject heading.

Deadline: **Monday 17th January 2022 at 12pm**

Interviews will be held w/c 24.01.22