



Medics against Violence are looking for a Charity Engagement Officer

Job Title:	Charity Engagement Officer
Salary:	£20,000-£25,000 depending on experience
Base:	The charity is currently based in Glasgow
Working hours	This is a full time post. 35 hours per week. Hours of work are normally Monday to Friday 09.00-17.00 although the post holder will be expected, on occasion, to work outside these hours
Closing date	Friday 31st August 2018 @5pm

The Job

Medics against Violence is a small Scottish charity founded by health care professionals in 2008, our aim is to reduce violence in Scotland. We do that through our award winning educational programmes in schools and by training as many people as we can to spot the signs of domestic abuse and signpost people towards support. We are based in the Violence Reduction Unit's office in Glasgow and we also work with them to support some of their programmes, most notably Navigator, and events and to raise awareness of the public health approach to violence reduction.

The MAV Charity Engagement Officer post is funded for one year initially and extension of the contract will be dependent on future funding.

This is a great job for someone who wishes to gain experience of all aspects of charity work. We are a volunteering based charity so working with our volunteers will be a key part of the role. The post holder will also act as the administrator for the organisation and will play a central role in co-ordinating all of the charity's activity so there will be some clerical work to help us maintain good records and accounts. As well as organising our school and domestic abuse programmes which are our core activity, the post holder will get involved in marketing and PR, will create and organise fundraising events, will work with and recruit training partners, volunteers and donors and will prepare reports and accounts for the charity directors for submission to our accountants and OSCR. Involvement in the Violence Reduction Unit's events and activities will be expected on occasion.

If you are someone who is passionate about violence prevention with excellent organisational skills, the ability to motivate yourself and others, great presentation and communication skills and who likes meeting people from all walks of life, this might be the job for you.

	Key Responsibilities
	Co-ordinate and provide administrative support the MAV Schools programme and the MAV Interns programme. This will include liaison with schools and other educational establishments to promote the programmes and organise visits and may involve delivery of presentations. It will also involve liaison with the volunteer group to match them with requests for visits from schools. Maintenance of up to date databases of volunteers and schools, in line with GDPR principles.
	Organisation of regular information and training events in relation to the school programme
	Maintenance of good relations with the volunteer group and regular recruitment of new volunteers to the programme through development of connections with hospitals and other organisations. This may involve visits to hospitals and society meetings and appropriate aftercare for volunteers
	Organisation of training events for the ASC domestic abuse programme. Promotion of the programme to sectors where it may be relevant. Development of training opportunities. Maintenance of up to date databases of trainers and attendees at training in line with GDPR principles.
	Collection and collation of information to allow evaluation of the programme to include development of feedback questionnaires and mechanisms. Provide assistance to any research teams involved in evaluations
	Maintain regular contact with colleagues in the Violence Reduction Unit and the Scottish Government to facilitate sharing of information and best practice and to co-ordinate meetings between the Directors and these organisations as required
	Maintenance of accounts for the above programmes to allow scrutiny of funding streams and preparation of the accounts for submission to OSCR and Companies House by the accountants at the year end. Regular communication with the accountant. Responsibility to liaise with the Directors to ensure invoices are issued and bills paid in a timely fashion.
	Co-ordinate organisation of fundraising events including an annual ball, a ladies lunch and one other large event, usually a run. Work with Directors to develop events from conception through to delivery – research ideas, help plan budget, attract prizes and sponsors and ensure required income is generated. Organisation of other smaller events as applicable and provision of support to third party fundraisers undertaking their own fundraising events for MAV.
	Promotion of fundraising events via the website and social media and preparation of event pages on JustGiving and other donor platforms.
	Communication with and relationship building with donors and potential donors to include those who donate prizes for events and those who donate cash. Maintenance of a donor database in line with GDPR principles. Development of donor programmes eg. Donate a coffee a week to MAV
	Collate information on programmes to allow production of press releases when required. Deal with press enquiries. Information and requests would normally be passed on to the VRU Communications manager
	Update the website and maintain a presence on social media to promote core programmes and fundraising events. Coordinate the production of an online newsletter.
	Act as a point of contact for members, schools and other organisations with the charity
	Provide general administrative support to the Charity Directors and any other general office duties as required, including maintaining minutes of meetings. Provide regular updates of activity to the charity Directors

Person specification	
Essential	A positive attitude with enthusiasm, understanding and passion for the work of Medics against Violence and violence reduction in general
	Good all round general high school education to Higher or above level with clear evidence of achievement.
	Excellent spoken and written communication skills. Ability to write reports and complete grant applications. Ability to engage with external and internal partners, including volunteers and donors.
	A good team player who can work well with others and is motivated to work towards the charity's objectives
	Excellent time management skills. Experience of organising and prioritising a demanding workload. Ability to work on own initiative at times and take a proactive approach.
	Experience and evidence of working to targets and budgets.
	Knowledge and understanding of charity governance and reporting requirements
	Experience of maintaining account records
	Excellent IT skills including Word, Excel, Powerpoint, email with ability to learn new ones including Survey Monkey, Mail Chimp. Experience in use of social media.
	Full, clean driving licence
	Willingness to work outside of standard hours on occasion, particularly around events.
Desirable	Educated to degree or equivalent level
	Previous experience of working or volunteering in the charity sector
	Previous experience of marketing or PR
	Previous experience of events management or organisation
	Book-keeping experience or qualifications

This job description should be regarded only as a guideline of the duties required and is not definitive. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.

The post holder is required to act at all times in accordance with the Charity's agreed policies and procedures.

There will be a 3-month probationary period. Progress reviews will be held on a 3 monthly basis thereafter with one of the Directors of the charity and the designated line manager and agreed key performance indicators will be discussed.

For more information or to discuss the post please contact Dr Christine Goodall, Director christine.goodall@glasgow.ac.uk

Application is by CV which should include the names of two professional referees one of which must be a current or previous employer and a letter stating why you feel you are the person for us. Referees will only be contacted in the event that you are successful at interview. These should be sent to christine.goodall@glasgow.ac.uk

Closing date Friday 31st August 5pm