

Future Jobs Fund JOB DESCRIPTION

Name of Employer: Central America Women's Network (CAWN)

POST: Research and Fundraising Assistant

Responsible to: Programme and Advocacy Coordinator and Management Committee

Responsible for: Researching and applying for funding opportunities

Employment Particulars: 25 hours per week
(Fixed Term Contract for 26 weeks)

Salary £5.80

Purpose of the Post:

The Central America Women's Network (CAWN) is a London based organisation that supports, publicises and learns from the struggles of women in Central America in the defence of their rights. CAWN works to increase awareness in the United Kingdom and Europe of violations of women's human rights in Central America and supports the work of women's organisations to end violence and discrimination against women in the region. For its campaigns for gender equality, CAWN produces a regular newsletter and bulletins, organise conferences and speaker tours, and carry out research on women's rights in Central America.

The purpose of this position is to lead and support CAWN's fundraising efforts. This will include researching potential funding opportunities, drafting grants proposals and concept notes, and coordinating applications with partner organisations in Central America and Europe.

Main Duties and Responsibilities:

- Research potential funding opportunities.
- Support for the research of future projects.
- Draft funding and grants proposals.
- Coordinate grants proposals submission process with the Management Committee, Women's Rights Programme Officer and Partner organisations in Europe and Central America.
- Assist in general administrative tasks as needed.
- Any other related work to the above.

Urban Futures is committed to safeguarding, promotes the welfare of all learners and expects all staff to share this commitment.

The successful applicant will be required to undertake a Criminal Records Bureau (CRB) check.

Recognising diversity, actively promoting equality

Part of the EMPLOY Community Works 400 Future Jobs Fund Programme.

Future Jobs Fund PERSON SPECIFICATION

Name of Employer: Central America Women's Network (CAWN)

Post: Research and Fundraising Assistant

	Essential	Desirable
EXPERIENCE: <ul style="list-style-type: none"> • Fundraising/grants writing experience. 	X	
KNOWLEDGE: <ul style="list-style-type: none"> • Of Gender and Development • Of Central and Latin America • Of computer software programmes (word, outlook, excel) 	X X	X
SKILLS/ABILITIES: <ul style="list-style-type: none"> • Good research and analytical skills • Excellent writing skills in English • Good communication and administrative skills • Take initiative and ability to work independently • Ability to work in a small organisation • Fluency in Spanish 	X X X X	X X
COMMITMENT: <ul style="list-style-type: none"> • To women's rights and gender equality 	X	

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To apply please contact your Job Centre under code **EBL 466** – Research and Fundraising Assistant, and/or submit your CV and Cover Letter to:

Elliott Long
Job Broker
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