



# BUSINESS DEVELOPMENT SUPPORT OFFICER

Job Description

**Birchall**  
Supporting people affected by rape and sexual abuse



Registered Charity No: 1109637 · Company Number: 5424196

# AN INTRODUCTION TO BIRCHALL

The Birchall Trust empowers people affected by rape, sexual abuse, violence and exploitation to recover from trauma so they can lead fulfilling lives irrespective of gender, identity, sexuality, ethnicity, culture or religion.

We believe that we should live in a society that is free of rape, sexual abuse, and sexualised violence and through a trauma informed approach we...

- Realise the potentially damaging consequences of traumatic experiences and the opportunities that exist for healing through safe relationships.
- Recognise the signs of trauma, and seek to address the underlying causes
- Respond with empathy, integrating the knowledge of trauma into our policies and practice.
- Resist retraumatising people and aim to deescalate the deep anxiety that adversity can cause.

...assisting people to recover from their trauma, by enabling them to live in the present without being overwhelmed by the thoughts and feelings of the past.

## OUR CORE TRAUMA INFORMED VALUES

Our values align to the core trauma informed principles around:

<b>Safety</b>	We recognise the impact of shame, we create safe spaces and make people feel safe, by building trusted relationships.
<b>Trusted</b>	We avoid judgement and understand shaming and blaming language can damage people and harm relationships. We are emotionally aware. We avoid blame. We believe and do not judge.
<b>Choice</b>	We ensure that the people using our services have a voice and their choices are important, we understand that everyone's experience matters, and that recovery is an individual experience and will be different for everyone.
<b>Collaboration</b>	We work together to achieve the best possible outcome, we are person centred and see the person's strengths, building upon them, we are reflective and learn together
<b>Empowerment</b>	We seek to make a difference, innovative and be the change we want to see. We make a difference, we are transparent, and take responsibility. We develop resilience enabling people to build on their strengths.

# JOB DESCRIPTION

<b>Job Title:</b>	Business Development Support Officer
<b>Accountable to:</b>	Head of Development
<b>Base:</b>	Barrow, Morecambe, or Blackburn. Travel will be required between sites across South Cumbria and Lancashire
<b>Salary:</b>	£23,500
<b>Hours:</b>	Full time - 37.5 Hours per week.
<b>Leave:</b>	25 days per annum plus bank holidays (currently 8 days per year)

## ABOUT THE ROLE

This role is a varied support role that will include helping to attract funding through writing funding bids and reports, co ordinating community fundraising and donor management and leading on internal projects across the organisation to improve the range and quality of trauma informed services we offer.

You will also take responsibility for co ordinating all monitoring and evaluation work by ensuring that we have regular reporting and data collection to track the success of our work. If you are an organised pair of hands, can solve problems and manage multiple projects efficiently, and are motivated and passionate about the work Birchall do, then we'd love to hear from you.

## MAIN DUTIES AND RESPONSIBILITIES: FUNDING

- To work with the Head of Development to write high quality, cohesive and compelling tenders, bid documents and funding reports.
- Working collaboratively with the Community Engagement Team to support Community Fundraising.
- Working with the Community Engagement Team to deliver a marketing strategy to attract individual donors and take responsibility for donor management.
- Gather, analyse and synthesise key information for bids, local and national statistics, service user and staff responses and prepare reports and documents as required.
- Maintain and review the Bid Library to support the bid process, including regular gathering of service information and case studies.

- Consulting relevant stakeholders, carrying out needs analysis, data analysis, reviewing literature and internet research as required.
- Scheduling meetings and representing The Birchall Trust at external meetings as required.
- To continually develop personal bid and report writing skills and capability to ensure a clear understanding of the best bid writing practice, best practice in presentation, content, language and approach.
- When required, support the development of written marketing materials, web content, proposals, presentations, quotations, funding applications.

## MAIN DUTIES AND RESPONSIBILITIES: PROJECT SUPPORT

- Create and maintain project plans, schedule meetings, and maintain project records to ensure the smooth administration and delivery of projects.
- Work with wider team members to support project task and finish groups, provide updates to key lead and oversee wider communication to members of the organisation.
- Attend meetings of task and finish groups, producing clear and accurate minutes and ensuring that agreed follow up action is taken.

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

## PERSON SPECIFICATION

Specialist Knowledge & Qualifications	Essential	Desirable
A recognised qualification in Business related field or at least two years related experience of working business / charity development related field.	E	
Excellent verbal and written communication skills.	E	
Proficiency in Microsoft Word, Excel, Teams, and experience of using databases / case management systems.	E	

Specialist Knowledge & Qualifications	Essential	Desirable
A persistent, positive attitude to problem-solving and proactive approach to tasks.	E	
Strong ability to prioritise tasks and manage time to ensure deadlines are met.	E	
Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity to uphold organisational values.	E	
Ability to work independently with distance management.	E	
Experience and ability of gathering information from databases, managing, and analysing large quantities of statistical data.	E	
Excellent attention to details and strong ability to produce high quality reports and presentations.	E	
Ability to work as a team player.	E	
Experience of working within the charity or mental health sector and in particular in organisations working with vulnerable people.		D
Understanding of services for people affected by sexual abuse, rape and sexual violence.		D

Trauma Informed Values	Essential	Desirable
Able to work in a flexible and responsive way to meet the gender and cultural needs of people using our services.	E	
Able to listen closely and communicates effectively with a variety of communities, agencies, and individuals.	E	
Able to act with integrity and take personal accountability for your work.	E	

Able to use reflective practice to continually improve performance by learning from mistakes and celebrating success	E	
Commitment to delivering quality services, achieve results, working effectively to meet KPI's and sharing knowledge and learning.	E	
Commitment to supporting people using our services to be involved through feedback and having a platform to amplify their voices	E	
Commitment to raise awareness in the community and challenge wider issues affecting the people who use our services	E	
Able to apply creative thinking and challenge the status quo to introduce new ideas	E	

## HOW TO APPLY

Thank you for showing an interest in applying for a role with The Birchall Trust. Please fill out our online [Application Form](#). Alternately, go to our [Vacancies Page](#) on our website, select the job you would like to apply for and click the Apply Here button.

Top Tip: Please leave up to 20 seconds for the form to submit. You will be redirected to the Equal Opportunities Form once it has been submitted. You will need to attach your most recent CV and you can upload any additional documents that you think will help with your application.

If you require any further advice on any of the above, please phone [01229 820828](tel:01229820828)



Birchall in Numbers

# WHAT WE'VE ACHIEVED

2022-23



**4711** counselling and wellbeing sessions were delivered by the team

**229** people received adult counselling (an average of 21 sessions)



**249** children attended our education programme with **192** children and young people accessing our services

**33** children accessed play therapy (an average of 27 weeks)

“

I really enjoyed my time at Birchall and felt part of the team, I really learnt a lot about trauma

Student Counsellor

”

# WHY BIRCHALL?

Being a part of team Birchall is a rewarding and exciting experience. With full time and freelance team members across Cumbria, North Lancs, East Lancs, and the Fylde Coast, With numerous volunteers and people with lived experience, you'll join a strong team dedicated to supporting people affected by rape and sexual abuse.

Each year we campaign, fundraise and offer educational programmes as well as wellbeing services and group work activity sessions.

## Our Volunteers

We have had some amazing people raise money and awareness for Birchall this year. From Running the Great North Run, talking to students at freshers' events, Walking the 3 peaks in one day and even joining us at the Keswick to Barrow Walk... we want to thank everyone who helps us support people affected by rape and sexual abuse this year!

## What we offer

We recognise that each person using our services is an expert on their own emotional process and we aim to create an environment where people can develop trust in their own intuition and safety in a space where they can begin to explore their feelings and thoughts about their experience.

Our framework consists of 3 stages:



1. Stabilisation & Understanding

2. Processing & Acceptance

3. Integration & Engagement

Counselling

Education & Training

Wellbeing

Peer Support



“

I thoroughly enjoyed my placement  
and had a great experience at  
Birchall.

Student Counsellor

”

## USEFUL LINKS



[@TheBirchallTrust](#)



[@BirchallTrust](#)



[@thebirchalltrust](#)



[The Birchall Trust](#)



[www.birchalltrust.org.uk](#)



[The Charity Commission](#)  
[- GOV.UK \(www.gov.uk\)](#)

Cumbria Telephone: 01229 820828

North Lancs Telephone: 01524 239595

East Lancs Telephone: 01254 919505

Fylde Coast Telephone: 01253 201946