

SWANSEA WOMEN'S AID APPLICATION PACK



Dear Applicant,

Thank you for your interest in employment with Swansea Women's Aid. You will find enclosed:

- Job Description and Person Specification
- Application form
- SWA mission statement and banner aims
- SWA philosophy
- Information sheet
- Project information
- Equal Opportunities Monitoring Form

Please ensure that you follow the guidelines when completing the application form. We operate an equal opportunities recruitment policy and use a pointing system for short-listing. If the application form is not completed as directed, this could mean that you will lose out on points.

Completed application forms can either be returned by post to Recruitment, Swansea Women's Aid, 8-10 Caer Street, Swansea, SA1 3PP or by email to swa@swanseawa.org.uk.

Additional information regarding Swansea Women's Aid is available on www.swanseawomensaid.org. and you may find it useful to refer to this site when making your application.

The closing date for applications is **9am on Friday, 19th June 2026**.
Please note that any applications received after this will not be considered.
Interview date: **TBC**
Start date: **ASAP**

Should you require any further information regarding this post, please ring 01792 644683 and ask to speak to me.

We wish you every success in your application.

Yours sincerely,

Lynne Sanders
Chief Executive

SWANSEA WOMEN'S AID

JOB DESCRIPTION

Job Title: Community Fundraiser

Reports To: Chief Executive

Direct Reports Fundraising Volunteers

Main Purpose of Role:

- Devise and implement a mixed programme of community fundraising activities, to generate a sustainable source of unrestricted income to meet agreed targets.

Specific Responsibilities:

- Launch, implement and run innovative income generating projects to maximise donations to SWA, to look after relationships with existing donors and build on relationships created to ensure fundraising potential is optimised.
- Set up and manage a volunteer community fundraising team
- Organise and manage community fundraising activities (including digital) and events to maximise all fundraising opportunities and work to raise the profile of the SWA.
- Keep abreast of developments in the third sector relating to fundraising and have an awareness of the local competition for donations.

General Responsibilities:

- Responsible for the Health, Safety and welfare of yourself and your colleagues, ensuring the duties and responsibilities are clearly understood and that legislative requirements are adhered to.
- Respect the confidentiality of all information obtained in the course of duties, perform and refrain from disclosing such information without written consent from management, except where disclosure is required by order of a Court of law.
- Maintain professional competence by complying, at all times, with the training and competence procedures set down by the Organisation. Generally, keep abreast of developments affecting your duties and responsibilities.
- Be aware of the Organisation's Equal Opportunities Policy regarding both employees and service users to assist in eliminating all areas of inequality and discrimination.

- Become familiar with the aims, ethics and aspirations of the Organisation and to sustain and promote them. Participate enthusiastically in the growth and prosperity of the Organisation.
- Undertake any other business development/funding duties, as directed that can reasonably be accommodated within the salary range for the job and your expertise.

Job Description and Review

The job description reflects the present requirements of the post. The description will be reviewed in consultation of the job holder as and when the duties and responsibilities change. Such review will normally also take place at the Annual Appraisal Meeting.

PERSON SPECIFICATION

	Essential	Desirable
Education		
Charity fundraising qualification		x
Membership		
Membership of Institute of Fundraising or other relevant professional body.		x
Experience		
Minimum of two years' experience in community fundraising with a proven track record of achieving funding targets	x	
Experience in planning, organising and delivering fundraising campaigns, events and activities	x	
Developing and evaluating new opportunities for partnerships and community fundraising	x	
Raising funds via social media activities/digital marketing	x	
Experience of managing or working with volunteers to support fundraising activities	x	
Knowledge		
Charity community fundraising	x	
Donations	x	
Proven knowledge of online fundraising tools, digital marketing and social media	x	
Regulatory knowledge to include Gift Aid, general data protection regulations and fundraising best practices.	x	
Skills/Personal Qualities		

Proficiency in Microsoft Office, and experience with Customer Relationship Management software systems.	x	
Numerate and attentive to detail, with the ability to maintain accurate records	x	
Good networking skills	x	
A proactive self -starter who is able to work on their own initiative, managing and prioritising their work to meet agreed deadlines and targets	x	
An excellent communicator, with persuasive, engaging and creative writing skills	x	
Understanding of, and enthusiasm for, SWA's work, mission and values	x	
A passion to raise funds for SWA	x	
Other		
Full UK driving licence and access to a suitable vehicle	x	
Able to lift and transport equipment	x	
Willingness to travel locally and to work occasional evenings and weekends	x	
Ability to speak Welsh		x

PRIVATE AND CONFIDENTIAL

**SWANSEA WOMEN'S AID
APPLICATION FORM**

POST: Community Fundraiser

PERSONAL DETAILS

Name:

Address:.....

.....

.....Post code:

Tel No: (Day)..... (Eve).....

E Mail address.....

Please note if your daytime tel. no is your present employment: If we need to ring you in relation to this post, we will not disclose this.

Please give the name of two referees, one of whom must be your recent/previous employer. Please note that references will only be taken up when an offer of employment is made

Name..... Name.....

Position..... Position.....

Address..... Address.....

.....

.....

Postcode..... Postcode.....

Email: Email:

Successful appointment is subject to satisfactory references and an enhanced Disclosure and Barring Service Check

Under the Equality Act 2010 pursuant to Schedule 9, Part 1, this is a woman only Post

Question 1

EMPLOYMENT HISTORY

As an organisation, SWA attaches equal value to experience gained through both paid and voluntary employment.

DATES		EMPLOYER'S NAME & ADDRESS	POSITION HELD & DUTIES	SALARY & REASON FOR LEAVING
FROM	TO			

Question 2

SWA is interested in any formal or informal qualifications that you may have, particularly those relevant to this post. Please also include details of any relevant training undertaken.

QUALIFICATIONS

DATES FROM	TO	SCHOOL, COLLEGE, UNIVERSITY ETC	QUALIFICATION &/OR COURSE NAME

TRAINING COURSES/SEMINARS ATTENDED

DATE ATTENDED	ORGANISING BODY	DETAILS OF COURSE/SEMINAR including any certification awarded

Question 3

With reference to the Person Specification for the post, please explain and provide examples of how you meet **each essential and desirable criterion (please ensure you follow the guidelines relating to question 3 on the ‘filling in the form guidelines’ page below)**. Please attach a continuation sheet if necessary.

Question 4

Please give brief details of your personal interests and hobbies, particularly where they illustrate the use of skills and personal qualities relevant to the post.

Question 5

COMPUTER LITERACY

Do you have any experience of using work processors/computers?

YES / NO

If YES, please give details of software packages used:

Question 6

Please tell us of any dates when you would not be available for interview:

.....

DECLARATION

I certify that all the information provided in this application form is true, accurate and complete to the best of my knowledge and that I have the right to work in the United Kingdom. I understand that should this not be the case, then it may put any offer of employment made by SWA in jeopardy, or result in dismissal.

SIGNED:

DATED:

ON COMPLETION, PLEASE RETURN THIS APPLICATION FORM, MARKED PRIVATE AND CONFIDENTIAL, TO:

Recruitment,
Swansea Women’s Aid.
8-10 Caer St,
Swansea
SA1 3PP

OR

By email to swa@swanseawa.org.uk

Applications must reach us by the closing date of: 9am on Friday, 19TH June 2026

Data Protection/GDPR

You will either have sent your personal data directly to us or to a third party agency. However, your application is sent, it will be received by an authorised Administrator who will separate the application form from the Equal Opportunity form, log that your application has been received and pass your application form to the Recruitment Officer. The Administrator plays no role in the selection process but will be given your contact details to advise you of the progress of your application, as advised by the Recruitment Officer.

All information held about you is treated as confidential, protected by passwords /locked files, as appropriate and access strictly restricted to nominated persons and will be deleted, as soon as possible and within 6 months of completion of the recruitment process.

The Administrator collates and anonymises the equal opportunities monitoring data to provide general statistics relating to SWA’s equal opportunities performance, which may be reviewed by the Senior Team, Board and or funders. It will not be used for any other purpose.

The data on your application form will only be viewed by the Recruitment Officers and used for selection purposes only. It will not be passed on to any other person/third party or used for any other person.

Only the successful candidate's application will be retained and it will be retained for the duration of employment to be destroyed 6 months after the individual has left the Organisation.

We take our responsibility to protect your personal data seriously and if you have any queries or concerns or wish to amend any of the information provided, you can raise these to the appropriate person. Please see <https://swanseawomensaid.com/> for SWA's Privacy Policy.

Please indicate below where you saw the job advertisement for this post:

.....
E.g. Charity Job Finder, Social media, SWA website etc.

Filling in the form guidelines

If you have a communication difficulty such as dyslexia, please make us aware of this.

Pointing system

In order to reach the shortlist, an applicant must meet ALL of the essential criteria in the Person Specification. Each essential criterion carries points of 0 to 3. Each desirable criterion carries points of 0 to 1. If an applicant points zero on any of the essential criteria, they will not be considered for the shortlist, even if the applicant pointed highly elsewhere. Applicants who are short-listed generally point between 2 & 3 on each essential criterion. Applicants do not need to score on the desirable criteria to be short-listed.

To score between 2 & 3, an applicant must outline their experience / ability and then *demonstrate*.

For example, a question in the application form asks about applicant's organisational skills. An applicant may state that in all their jobs they have been required to have good organisational skills (*Outlining experience*). Demonstrate this by telling us how you developed them, for example, *'through work where I was required to...'* or, *'through training / voluntary work / education, it was essential to...'*

It is essential when answering Question 3 that you ensure you address each of the stipulated essential criterion. The easiest way to ensure this is to use the headings and numberings as follows:

For example, (N.B. please use criterion on the person specification relating to the role you are applying for, not examples below)

1. 1.Experience of working with women (and children) with differing social and emotional needs.
Answer

2. An awareness and an understanding of the differing experiences of different cultural and social backgrounds.
Answer

3. An understanding/experience of the causes and the long term effects of domestic abuse.
Answer

This advice may seem a bit basic but it is surprising how often applicants can focus on certain essential criteria and fall short on others. We want all applicants to have the best possible opportunity to highlight the required experience and skills to work effectively within this post.

SWANSEA WOMEN'S AID

Vision

A world where women and children are free from abuse

Mission statement

Supporting and empowering women and children to live free from domestic violence and abuse in all its forms.

Values

- Excellence – in all we do and how we do it
- Equality –non-discriminatory and non-judgemental
- Diversity – everyone welcomed and valued
- Women and children at the heart of all we do – being supported, informing and directing services
- Innovation – in service delivery and planning
- Integrity - honesty, reliability, trustworthiness
- Empowerment – encouraging women and children to reach their full potential
- Confidential – respecting privacy and lawful
- Collaborative – working with others to change things for the better

SWANSEA WOMEN'S AID - PHILOSOPHY

Women only

Swansea Women's Aid is part of the wider Women's Aid movement, run by women for women. We believe that in order to develop confidence and self-esteem, women need 'space' to identify their strength and weaknesses away from male influence. Sexism serves not only to systematically undermine and abuse women but also to divide women and alienate them from each other. We feel that the 'space' that Women's Aid provides for women allows them to define themselves according to their own needs and not according to the attitudes of society.

Admissions

Refuge and Safe House space is there for all women who are experiencing domestic violence and are afraid to live in their own homes. We do not discriminate against any woman on grounds of race, religion, sexual orientation or disability. If our Refuge or Safe Houses in Swansea are full, we will contact other groups throughout Wales until Refuge space is found.

Self Help

It is essential to our work to provide a place of safety where women can determine their own future. Women staying in the Refuge are responsible for the day to day running of the house. We believe that it is crucial that women are given the space to rebuild their confidence so that they can resume responsibility for their lives in an atmosphere of mutual respect and co-operation. Women's Aid supports women in this development at whatever stage individual women are at any time.

SWANSEA WOMEN'S AID INFORMATION SHEET

JOB TITLE: Community Fundraiser

HOURS OF WORK: 7 hours PER WEEK
To be worked as 2 half days a week ideally

SALARY: £3,000 This post can be salaried or on a self-employed basis

CONTRACT LENGTH 6 months, with the possibility of extension if fundraising targets are achieved.

HOLIDAY ENTITLEMENT: 5 days per year, plus 9 bank holidays (pro rata).

PROBATIONARY PERIOD: 8 weeks

PENSION: Swansea Women's Aid contributes 6% of the basic annual salary into the Swansea Women's Aid qualifying workplace pension scheme.

OTHER:

All workers are required to undergo an enhanced DBS check.

The post holder will report to the Chief Executive and will be part of the central team at SWA, working from home and the SWA office in central Swansea.

Swansea Women's Aid is a women-only organisation with both paid and unpaid workers and is affiliated to Welsh Women's Aid.

SWA value diversity and are committed to promoting equality. We encourage applications from women from all backgrounds and communities – Black, Asian, LGTBQ+ or other ethnic minority backgrounds and people with a disability.

Equal Opportunities Monitoring Form

In accordance with our equal opportunities policy, SWA will provide equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, sex, gender identity, marital status, disability, sexual orientation, pregnancy or maternity, religion/belief or age.

Your assistance is requested to allow us to monitor the effectiveness of our Equal Opportunities Policy by completing and returning this form. Please note that the monitoring form does not form part of your application and will be detached from it on receipt, stored separately in a locked confidential file and will not be available to the selection panel. You can send it separately if you wish.

On receipt an officer unconnected with the selection process will compile anonymous statistics from all applications. Personal information will not be shared and all forms will be destroyed after 3 months. The information you provide will not be used for any other purpose than to monitor the effectiveness of the equal opportunities policy, anonymous monitoring statistics only may be reviewed by the Board and or our funders.

Personal Details:

Please tick the boxes that are relevant to you and complete all sections

1.Age	Under16 <input type="checkbox"/>	16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-54 <input type="checkbox"/>
	55-64 <input type="checkbox"/>	65+ <input type="checkbox"/>			
Prefer not to state Age	<input type="checkbox"/>				
2. Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Prefer not to state	<input type="checkbox"/>				
Gender Identity (options)	If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?				
	Transsexual <input type="checkbox"/>	Transgender <input type="checkbox"/>	Intersex <input type="checkbox"/>		
3.Marital / Relationship status	Single <input type="checkbox"/>	Co habiting <input type="checkbox"/>	Engaged <input type="checkbox"/>		
	Married/civil partnership <input type="checkbox"/>	Same sex civil partnership <input type="checkbox"/>	Separated <input type="checkbox"/>		
	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		

4.Pregnancy and Maternity

I am pregnant/adopting a child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
I have had a child in the past 12 months	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

5. Sexual Orientation: Please tick against one of the following

Bisexual	<input type="checkbox"/>		
Gay Woman / Lesbian	<input type="checkbox"/>	Heterosexual / Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

6. Religion or belief: Please tick against one of the following

No religion	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please state:			

7. Ethnic origin: Please tick against one of the following

Asian/ Asian British;	Bangladeshi	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>
Black/African/Caribbean/ Black British;	African	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	Other Black	<input type="checkbox"/>
Mixed/ Multiple Ethnic Groups;	White & Asian	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Black Caribbean	<input type="checkbox"/>
	Other Mixed	<input type="checkbox"/>
Other Ethnic Group;	Arab	<input type="checkbox"/>
	Any Other Ethnic Group	<input type="checkbox"/>
White;	English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>
	Irish	<input type="checkbox"/>

	Other White	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

8.Disability: Please tick against one of the following

<p>Disability definition under the Equality Act 2010 In the Act, a person has a disability if:</p> <ul style="list-style-type: none"> • they have a physical or mental impairment • the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities • For the purposes of the Act, these words have the following meanings: • 'substantial' means more than minor or trivial • 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions) • 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping <p>People who have had a disability in the past that meets this definition are also protected by the Act.</p> <p>Progressive conditions considered to be a disability There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairment are automatically deemed to be disabled.</p> <p>Conditions that are specifically excluded Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.</p>	
	<p>Do you consider yourself to have a disability according to the terms above?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>
	<p><i>If you have answered yes, please indicate the type of impairment which applies to you. If your experience more than one type of impairment, please tick all the types that apply. If your disability does not fit any of these types, please circle Other and specify.</i></p>
	Physical/mobility impairment, such as a difficulty using your arms or mobility issues which require you to use a wheelchair or crutches
	Visual impairment, such as being blind or having a serious visual impairment
	Hearing impairment, such as being deaf or having a serious hearing impairment

	Mental health condition, such as depression or schizophrenia
	Learning disability/difficulty, such as Down's syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder
	Long-standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy
	Other (Please specify below)

This information is provided for monitoring purposes only – if you need reasonable adjustments you should arrange these separately as this form will not be seen by Team Leaders.

9.Languages

What Is your first language?

English Welsh Other please state:

Do you speak any other languages?

No

Yes please state:

Thank you for taking the time to complete the information requested on this form, and thereby enabling us to monitor the effectiveness of our equal opportunities policy.

Name:

Signature:

Date: