



Edinburgh Students' Charities Appeal (ESCA)

Job Title:	Student Fundraising Support Coordinator (Maternity Cover)
Line Manager:	Chair of Trustees
Hours:	37.5 hours per week, 12 months Maternity Cover role
Salary:	£21,000-£22,000
Location	Central Edinburgh

Edinburgh Students' Charities Appeal (ESCA) provides support to students in Edinburgh who wish to gain skills and experience in fundraising. The organisation facilitates student led fundraising events and activities. In 2018-19 we involved hundreds of students who raised over £150,000 for charity.

We are looking for a Student Fundraising Support Coordinator to support students in Edinburgh with fundraising activities, by providing guidance and practical advice on a range of activities, including working with the RAG (Raising and Giving) student committee to plan their annual events. They will run the organisation's day-to-day activities, and contribute to strategic planning by working with the Trustees. They will also implement development projects to improve the support students receive and the events ESCA arranges.

MAIN DUTIES AND RESPONSIBILITIES

Support ESCA's Student Volunteer Team with fundraising and event management

- Offer a high level of support and advice to student volunteers on all aspects of fundraising.
- Assist the RAG Committee to organise events, e.g. Hitchhikes, Meadows Marathon and RAG Week.
- Support students to develop, and adhere to, risk assessments, marketing plans, event budgets (in conjunction with the Company Secretary), and event plans/deadlines.
- Attend student meetings as necessary; ensure students are working to targets and deadlines.
- Provide volunteers with a safe and supportive environment.
- Facilitate communication within the organisation, particularly between the students and trustees.
- Arrange appropriate licenses and risk assessments for events, e.g. street collection licenses
- Support students in liaising with external suppliers and supporters, including oversight of contracts or sponsorships agreements.

Provide information and advice to all other students wishing to fundraise within Edinburgh

- Act as the main contact for general enquiries.
- Support sports clubs, societies and individuals with their charitable fundraising goals
- Deliver outstanding fundraising and events support face-to-face, over the phone and online, as well as providing quality fundraising resources to students and student societies.
- Develop and implement Support Agreements for societies and student groups
- Build effective working relationships with external organisations such as Edinburgh University Students Association (EUSA), the University of Edinburgh, and external charities.
- Speak to students who drop-in to the office, including fielding enquiries related to EUSA
- Actively seek to support students at ALL higher education institutions in Edinburgh

General Responsibilities

- Keep accurate records of volunteers and project activity.
- Lead the Edinburgh Award in Charitable Fundraising.
- Manage the ESCA Fundraising Grant
- Maintain accurate and up to date knowledge of the charity sector, including legislation and policy related to volunteering – advise trustees of any necessary changes to ESCA's policies.
- Review, maintain and develop volunteer policies, procedures, guidance and support materials.
- Develop and deliver training for volunteers to equip them with the skills to run excellent events and activities, and regarding ESCA's policies and procedures.
- Ensure all activities comply with ESCA's policies and procedures, and legal requirements, including GDPR

Patron: HRH The Princess Royal **Vice Patrons:** Principal Professor Sir Timothy O'Shea, Principal Petra Wend

Edinburgh Students' Charities Appeal is a company limited by guarantee and not having a share capital. Registered in Edinburgh. No.SC260224 Registered office 5/2 Bristo Sq, Edinburgh, EH8 9AL. Recognised as a Scottish Charity No.SC035064.

PERSON SPECIFICATION

EXPERIENCE OF...	
<ul style="list-style-type: none"> • Event management • Supporting, motivating and managing volunteers/staff • Working/volunteering in the charity sector/fundraising 	Essential
<ul style="list-style-type: none"> • Working with students/RAG • Working with people at all levels • Organising or delivering training 	Desirable
KNOWLEDGE OF...	
<ul style="list-style-type: none"> • Current and emerging issues in volunteering and fundraising • Best practice in volunteering and volunteer support • Charity law • Health, safety and security issues in events and fundraising 	Desirable
ABILITY TO...	
<ul style="list-style-type: none"> • Produce risk assessments and event plans • Be proactive and work on own initiative with little supervision • Work with groups and committees • Anticipate, mitigate and solve problems independently • Initiate, develop and implement new systems and processes • Multitask, prioritise and organise own workload • Develop effective working relationships and deal with a diverse range of people, both internally and externally • Communicate effectively both verbally and in writing, including ability to write reports and deliver presentations • Confidently use computers, including Microsoft Office, Google Drive, online systems, email and social media 	Essential
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • A commitment to promoting equality and diversity • Diplomatic and discrete approach to people and work • Attention to detail • Flexibility in working hours, including ability to work weekends and evenings when required (Time off in Lieu is given for evening/weekend work) • Flexibility in responding to varying tasks, duties and workload • Ability to learn and adapt quickly 	Essential

APPLICATION NOTES

- If you have any questions about the role please email recruitment@escaonline.org
- Please send a completed application form and CV to recruitment@escaonline.org
- The closing date for applications is **5pm on Friday the 31st of May 2019**
- Interviews will be held in the week commencing 3rd of June 2019 in central Edinburgh
- The start date will be Monday the 15th of July 2019
- N.B. Only shortlisted candidates will be contacted