

# Regional Development Co-ordinator



## Job Description

**Job Title:** Regional Co-Ordinator

**Location:** Working from home with travel in Scotland

**Purpose of the Job:** To co-ordinate the charity's contacts, events and talks in Scotland aimed at raising our profile and increasing our income

**Terms and Conditions** ***Part time:*** 3-4 days a week (negotiable), with options for flexible working patterns

***Salary:*** £24,500 – £26,000 pro rata

## Tasks:

- Represent and network on behalf of Feed the Minds at external and sector events to raise our profile and position us as a leading international development charity in Scotland.
- Develop and manage fundraising and challenge events in Scotland.
- Develop and manage relationships with existing supporters (in schools, women's networks, churches and other supporter groups) and volunteers.
- Support the recruitment of Scottish individual regular donors to Feed the Minds.
- In conjunction with Feed the Minds Programme Funding Officer identify and develop relationships with specific Scottish charitable trusts and statutory donors that could support Feed the Minds work.
- With the support of other staff at Feed the Minds maximise profile raising and engagement opportunities in Scotland.
- Work towards agreed income and budget targets and monitor and self-evaluate your work using relevant tools and techniques.
- Ensure supporter and volunteer records are accurately maintained using Feed the Minds' supporter database.

## Other

- Ensure all activities are in line with the organisation's vision, mission and values and its agreed procedures.
- Undertake any other projects required by your line manager at Feed the Minds, as appropriate.

## Person Specification

Essential	Desirable
Educated to degree level, preferably in international development or a related discipline <i>or</i> equivalent knowledge and experience	Existing ecumenical network links in Scotland
Experience of community fundraising. The role will require an ability to engage with schools and Church networks	Specific fundraising expertise and/or a fundraising qualification
Basic budgeting/tracking skills	Experience of Raisers Edge or similar database.
Excellent organisational skills	International work experience in a developing country
At least 2 years relevant experience of working with volunteers	
Experience of creating lesson plans and/or presentations for groups	
Ability to work as part of a team as well as on own initiative; and juggle multiple contacts/commitments	
Understanding and commitment of the ecumenical Christian ethos of Feed the Minds.	
Car driver with full licence, access to a car and an ability to work occasional evenings and weekends	
Good ICT skills, in particular, use of MS Office, word, excel and outlook.	