

JOB DESCRIPTION

Role	Engagement Officer
Reports to	Head of Finance & Fundraising
Location	Glasgow, with some travel to the Isle of Coll
Contract type	Permanent, full-time
Salary	Up to £27,000 pa
Benefits	30 days' annual leave (inc public holidays), plus 6 days at Christmas & New Year

Purpose of the role

As part of the Fundraising Team you will play a key role in the development and implementation of Project Trust's fundraising activities. A central element of this post is to implement the fundraising strategy and take a lead role in maximising core and restricted income from charitable trusts, grants and statutory funders.

Summary of main responsibilities

- Contribute to the development and delivery of the fundraising strategy
- Research new funding opportunities through charitable trusts, grants and statutory funders
- Build on existing relationships with key funders and cultivate new relationships
- Develop and submit funding applications to secure both core and restricted income
- Work with colleagues to obtain expert information to inform and produce funding applications and updates
- Write reports and keep funders informed of the positive impact of their support
- Work closely with the Head of Finance & Fundraising to project and forecast income
- Maximise Gift Aid planning and submit quarterly reports to HMRC
- Regularly report on and evaluate funding activity and make recommendations
- Assist with Alumni Fundraising initiatives
- Co-ordinate and deliver fundraising events
- Maintain the fundraising database
- Co-ordinate Fundraising Committee activities
- Participate in the selection, training and debriefing of Volunteers
- Administrative tasks associated with all of the above

- Within the job holder's skills and abilities, support the Head of Finance & Fundraising and CEO as required in other tasks or activities which contribute to the achievement of Project Trust's objectives and its development
- Ensure that all activities are carried out in accordance with relevant legal and regulatory conditions

Person Specification

Essential

- Commitment to Project Trust's purpose, approach and ethos
- Proven track record in securing funding from charitable trusts, grants and statutory funders, against targets
- Demonstrable experience of developing sustainable partnerships
- Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences
- Experience in delivering presentations to a range of stakeholders
- Self-motivated with excellent planning and organisational skills and ability to prioritise workload and meet tight deadlines
- Knowledge of fundraising good practice and legislation
- Working knowledge of Microsoft packages and a variety of social media platforms
- Ability to travel within the UK
- Willingness to undertake work outside standard office hours
- The right to work in the UK

Desirable

- Recognised fundraising qualification
- Good knowledge of fundraising trends and techniques
- Financial and commercial acumen
- Experience of running small projects
- Experience of working and/or living in an overseas environment
- Experience of working with and developing young people
- Knowledge and understanding of the voluntary and charitable sector
- A full clean driving licence

Conditions of Service

The appointment will be made subject to Project Trust's detailed terms and conditions of employment. Candidates should be aware that:

- The post holder will be required to obtain an enhanced Disclosure Scotland check (PVG)
- Any offer of appointment will be made subject to the receipt of satisfactory references

To apply

Please send a tailored CV and covering letter to jil.mcmeekin@projecttrust.org.uk

Your covering letter should make a compelling case for why you feel motivated to work for Project Trust in this role, as well as giving an overview of your most relevant skills and experience, and should fill no more than two pages of A4.

First round interviews will take place in the week beginning 23 March 2020. A second stage interview may be required. The start date is to be confirmed.

Closing date for applications is Sunday 15 March 2020.

Project Trust recognises the positive value of diversity and we welcome applications from people of all backgrounds.