

JOB DESCRIPTION

Trusts & Foundations Fundraising Officer

Closing Date:	Sunday 9 th August (midday)
Interview Date:	19 th or 20 th August (digitally)
Contract Details:	Full-Time (37hrs) - part-time hours will be considered Fixed Term 1 year, dependent on funding thereafter £24,415 - £27,030 per annum Home, Edinburgh or Glasgow based

July 2020

Dear Applicant,

Trusts & Foundations Fundraising Officer

Thank you for your interest in working for LGBT Youth Scotland. You are applying for an important role in relation to the sustainability of services for LGBTI young people across Scotland.

Our vision is that Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.

Our values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

LGBT Youth Scotland's work covers a range of areas including youth work in groups and one to one work with young people, national programmes like our Youth Commissions and LGBT Charter, volunteering and of course fundraising and partnerships.

We look forward to receiving your application.

Jane Griffin
Head of Partnerships

Background Information

Conditions

- ➔ **Job Title:** Trusts & Foundations Fundraising Officer
- ➔ **Pay Grade:** £24,415 - £27,030 per annum (based on full-time, 37hrs per week)
- ➔ **Duration:** Fixed term 1 year, funding dependent thereafter
- ➔ **Location:** Home working with occasional travel to main offices and other sites, OR office-based (Edinburgh or Glasgow) considered
- ➔ **Hours:** Full time 37hrs per week (part- time hours starting from 22.5hrs per week will be considered)
- ➔ **Leave:** 35 days per annum (pro-rata for part time), inclusive of 10 days over Christmas & New Year
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

Who can apply?

If you think that you fit the job description and can deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

Before confirming appointment, you will be required to obtain a basic disclosure through Disclosure Scotland, the costs of which will be covered by the Charity.

How to apply:

Visit www.lgbtyouth.org.uk/jobs/vacancies and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print.

For more information/guidance on this position contact:

- ➔ Jane Griffin - fund@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Trusts & Foundations Fundraising Officer	Team: Resources & Development Team Location: Home, Edinburgh or Glasgow
Salary: £24,415 - £27,030 per annum Contract: 1-year fixed term (funding dependent thereafter)	Agreed by: Jane Griffin, Head of Partnerships Date: July 2020
<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> • To plan, develop and implement trusts fundraising strategies in line with our charity’s strategy and values. • To build strong, long-term relationships with trusts and foundations through regular telephone and face-to-face contact, communications, networking, written updates, formal reporting and other feedback as appropriate. • To produce high quality trust applications: communicate the charity’s funding needs in a clear, consistent way to potential trust funders through high quality funding applications and communications. 	
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • To understand the funding needs of the charity, including core funding, projects, and capital expenditure. • To support strategic oversight to securing income from trusts and foundations and manage a funding pipeline achieving a target agreed annually. • To research, identify and prioritise potential new trust funders (local, regional and national) and to advise Fundraising Manager of upcoming opportunities to grow income. • To manage each grant application from submission to decision ensuring all communication and content is of a consistently high standard and in line with the charity’s brand identity. • Evaluate the effectiveness of each application and make sure we embed a continuous improvement cycle into all fundraising activities. • Support the evaluation, monitoring and reporting back to funders in a timely fashion on projects which have been funded. • To develop and maintain excellent working relationships with a range of internal and external stakeholders and partners. 	

- To use the charity’s database (Donorfy) to manage all external relationships (both individual and organisational), ensuring all records are accurately inputted and kept up to date.
- To work with the Operations Team to develop and contribute to effective processes for applications management and reporting.
- To work alongside the Resources & Development Team as needed to develop impactful fundraising communications.
- To work within LGBT Youth Scotland’s framework of policies and procedures, particularly in relation to data and financial management
- To contribute to key organisational priorities outlined in LGBT Youth Scotland’s ‘[Strategy for a Sustainable Future](#)’, and other tasks as required

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ▪ Educated to Higher Education level or equivalent demonstrable experience of work 	<ul style="list-style-type: none"> ▪ Member of the Institute of Fundraising
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Minimum of 2 years experience of trusts and foundations fundraising ▪ Demonstrable experience of producing high quality written work with creative flair and an eye for detail ▪ Demonstrable experience of managing a diverse workload and working to deadlines under pressure ▪ Experience of using fundraising databases ▪ Good knowledge and understanding of equalities issues 	<ul style="list-style-type: none"> ▪ Experience of fundraising in an equalities setting ▪ Experience of fundraising in a youth work setting ▪ Proficient in using a contact management database, such as Donorfy. ▪ Good knowledge and understanding of the issues affecting LGBT young people

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ▪ Highly organised with a commitment to effective planning, delivery, and development of funding applications ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of the organisation and funders ▪ Effectively working with the wider organisational team
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and presentation skills ▪ Ability to articulately and confidently communicate with others to convey key messages and the charity's impact ▪ Ability to build effective relationships with colleagues and external stakeholders ▪ Positive attitude with the ability to work on own initiative to achieve results
Person centred	<ul style="list-style-type: none"> ▪ Awareness of the issues which can affect young peoples' lives ▪ Ability to work with colleagues to match their needs to funder's criteria ▪ Ability to work co-operatively with colleagues to improve funding management and reporting
Working practices	<ul style="list-style-type: none"> ▪ Able and willing to travel to Glasgow/Edinburgh office and other sites when needed if working remotely ▪ Ability to work flexible hours (including evenings), with a time off in lieu (TOIL) system where needed ▪ Approachable, open and collaborative working style ▪ Commitment to individual rights, equality, and anti-discriminatory practice ▪ Make sure our charitable identity is kept to, all legal requirements and fundraising regulations are met. ▪ Keep to our policies, including health & safety, and risk regulations.