



Job Title: Operations Coordinator

Location: Home-based with travel to meetings in North Edinburgh (post COVID-19)

Hours: Full time (35 hours p/w). Initial contract 12 months,

Salary: £27,500

Main Purpose of the role:

1. Fundraising
2. Project co-ordination/admin
3. Finance co-ordination and reconciliation
4. Strategy and governance
5. Policy/legal

Main Duties:

Fundraising

- Research, write and submit applications to trusts, grant-makers and charitable foundations.
- Increase funds by researching and building a pipeline of applications to charitable trusts and philanthropists whose criteria match the charity's aims and activities.
- Work with the CEO to develop our community and supporter-led fundraising portfolio.
- Develop fundraising systems and record-keeping
- Maximise reach, develop and coordinate web-based fundraising. Delivering online giving campaigns and utilising U-evolve's website and social media channels
- Monitor and evaluate the results of fundraising, spotting trends and adapting methods as required
- Create and maintain excellent supporter care and relationships with our donors and supporters
- Keep up to date with fundraising and other relevant guidance and legislation and ensure that our activities are compliant (e.g., GDPR)

Project Coordination/admin

- Support the CEO in the day to day running of the charity, including monitoring the information email address, website updates and managing project resources.

Finance

- Keep CEO updated with monthly income and expenditure reports.
- Deliver financial processes including invoicing and payments.
- Providing administrative support for fundraising for projects and core costs

Strategy and Governance

- Provide information for monitoring progress towards strategy – KPI reporting.
- Providing administrative support for CEO and Board, including attendance at Board meeting and minute taking

Policies/Legal

- Ensuring all policies are relevant and up to date.
- Support the development of new required policies.
- Supporting the administration of staff training, including annual safeguarding
- In consultation with CEO, communicating with OSCR.

Person Specification

<p>Technical skills, knowledge and experience</p>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Demonstrable experience of generating income from trusts, grants and foundations. • Excellent writing skills to engage, influence and secure funding. • Excellent communication skills, ability to build effective relationships with a wide range of stakeholders and funders. • Ability to identify, create and edit strong fundraising content. • The ability to work towards and meet financial targets. • Proactive and self-motivated with the ability to work autonomously. • Excellent Digital & IT skills • Ability to maintain clear and accurate records. • Good organisation, time management and project management skills <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Demonstrable experience designing and delivering successful online fundraising campaigns. • A relevant qualification • Membership of the Chartered Institute of Fundraising • Pervious experience working in the third sector
<p>Personal skills and attributes</p>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Creative with an entrepreneurial attitude towards fundraising • A natural communication style • Resilient, particularly when faced with setbacks. • Sensitivity to the needs of volunteers and donors • Target driven and results orientated. • Organised and demonstrates a high level of attention to detail. • Ability to quickly understand new ideas and concepts. • Ability to work collaboratively with others. • Strong sense of ownership for quality of work, deliverables, and service • Commitment and empathy for the mission and aims of U-evolve