

Recruitment of a Fundraising Officer



Are you a great communicator with a passion for inclusive communities and social enterprise? We're looking for a part-time Fundraising Officer, 2 days per week, to develop grant applications and fundraising activities to help the Grassmarket Community Project (GCP) flourish.

The GCP is based at the Grassmarket Centre on Candlemaker Row in the heart of Edinburgh's Old Town. The role is flexible and can be mostly carried out from home and tailored to you current life or work commitments. Ideally you will be able to visit to learn about and enjoy the community's wide range of activities, events and support. An appropriate working pattern can be agreed.

Salary £12,000 (FTE £30,000 - pro-rata)

We are looking for someone with excellent written and verbal communication skills to best present our community to prospective and existing funders, donors and friends. Reporting to the CEO, you will be responsible for applying and reporting on grant funding, and managing existing and prospective funder and donor relations. As part of the team, the role may also involve community fundraising initiatives, partnerships (e.g. groups undertaking sponsored events, or corporate firms), and delivering talks to visiting groups and supporters involving a wide variety of different needs and abilities. You will be able to work on your own initiative, manage deadlines and prioritise your workload to take advantage of opportunities as they arise.

Application Notes

To apply please send your CV (max 4 pages) and a covering letter (max 2 pages) explaining what attracts to you to this role and why you are a good match for it in terms of your values, skills, qualifications, interests and experience. Please send these to jonny@grassmarket.org by midnight on **Sunday 16 May**.

Shortlisting will take place on Monday 17 May and interviews will take place for those shortlisted on **Wednesday 19 May**. Please indicate in your covering letter if you will not be available if shortlisted to attend Wednesday 19th May (or any part thereof).

Background

Grassmarket Community Project takes an innovative approach to providing sanctuary and support to participants many of whom are amongst the most vulnerable of our citizens. Through mentoring, social enterprise and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and reconnect with themselves, others and the wider community.

Through mentoring, social enterprise, training and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and move away from cycles of failure.

We work with over 400 people a year and deliver on average 800 hours of support per month. Our vision is to create an environment where:

- People can realise their full potential and re-connect with themselves, others and the wider community.
- People feel valued and every person is given dignity.
- People feel cared about and can move towards independent living without feeling abandoned or isolated.
- People can be confident to trust and value their own decisions, overcoming a poverty of expectation and ultimately realising their own potential.
- People can build a life which reduces dependence on others, gaining self-reliance.

Key to the way we work is to break down the barrier between volunteers and clients – all are members and we encourage people who initially feel they are “clients” to become volunteers and therefore contribute to, rather than receive from the project.

Core intended social impact outcomes

- To create an inclusive community for all individuals facing social exclusion by lack of opportunity, skills and aspiration, where they can achieve greater self-esteem, improved employment skills and a purpose in life.
- To create an inclusive community where individuals can, through membership and volunteering, contribute to the wellbeing of those facing social exclusion.
- To manage and sustain the building which provides the home for the Grassmarket Community Project, moving the project towards self-sufficiency through social enterprise.
- To maintain and sustain the Grassmarket Community Project as a partnership comprising Greyfriars Kirk, the Grassmarket Mission, statutory and voluntary agencies, local businesses and residents.

We measure and evaluate our social impact in many ways and according to best practice in the charity and social enterprise sector. Using a mixture of self-reporting, observations, the Edinburgh-Coventry-Well-being scale and statistical data based on attendance information and members profile on arrival to the project we produce an impact report.

For further information:

<https://grassmarket.org/wp-content/uploads/2020/11/Grassmarket-Annual-Report-2020.pdf>