



## SCOTTISH GOLDSMITHS TRUST JOB DESCRIPTION

<b>Job Title</b>	Fundraising Lead (Trusts and Grants)
<b>Accountable To</b>	Chief Executive
<b>Personnel Responsible For</b>	none
<b>Location</b>	The Scottish Goldsmiths Trust, Goldsmiths Hall, 24 Broughton Street, Edinburgh, EH1 3RH
<b>Hours of Work</b>	2 days per week
<b>Contract Length</b>	12 months from July 2021. The funding for this post runs until end of June 2022, however it is our intention that this post will be extended beyond July 2022 depending on availability of resources.
<b>Salary</b>	£25,000 per annum pro rata (2 days per week = £10,000 per annum).

## THE OPPORTUNITY

This part-time role will be responsible for raising both core and restricted income from charitable trusts, grants, and statutory funders. Part of a small team, this varied role includes research, proposal writing, cultivation and stewardship and reporting. Comfortable writing for diverse audiences, from small family trusts to lottery funders and government departments, the post-holder will be an experienced, results-driven fundraiser seeking an interesting and fulfilling role in an arts and heritage charity.

## BACKGROUND

The Scottish Goldsmiths Trust (SGT) was founded by The Incorporation of Goldsmiths of the City of Edinburgh in the year 2000. The SGT has a dynamic programme of opportunities, exhibitions and awards and curates the Millennium Silver collection, Silver of the Stars and the historical archives of The Incorporation of Goldsmiths. The work of the Trust focuses on promoting and supporting the education, art and craft of Scotland's gold and silversmithing heritage and trade. In recent years, our work has expanded with the creation of the Ethical Making Programme to support the adoption of responsible and sustainable practices in Jewellery and Silversmithing.

## KEY RESPONSIBILITIES

- Develop and submit persuasive funding applications to charitable trusts and foundations to secure both core and project income.
- Build on existing relationships with key funders to maximise income and meet ambitious targets.
- Cultivate relationships with new charitable trusts in both Scotland and England and ensure funding approaches match their interests and priorities.
- Research new funding opportunities and maintain schedule of approaches and asks.
- Explore grant, statutory and lottery funding opportunities.
- Write reports and updates to keep funders informed of the positive impact of their support.
- Work with the Chief Executive and project leads to assist with other aspects of fundraising (e.g. legacies, corporates, community fundraising) as required.

*Job descriptions cannot be exhaustive, and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

## PERSON SPECIFICATION

- A proven track record of successful fundraising from charitable trusts.
- Experience of grant applications e.g. lottery, statutory funders.
- Desire to meet targets and ability to work flexibly towards those targets.
- Understanding and experience of the Arts and Heritage sector.
- Ability to use own initiative, plan and manage own workload and support others.
- A confident communicator, able to clearly convey complex information to a variety of audiences.
- Commitment to, understanding and sensitive communication of our work and values.
- Enthusiastic and positive attitude; high degree of accuracy and attention to detail.
- Excellent IT skills
- Awareness of GDPR and data protection issues.

## APPLICATION PROCESS

Apply by email attaching:

- An up to date CV detailing relevant education and employment experience.
- A covering letter demonstrating how your skills meet the person specification – no more than 2 pages.
- Details of two referees, including at least one previous employer.

Applications open on Monday 17<sup>th</sup> of May 2021. Applications close on **Friday 4<sup>th</sup> of June 2021**, applications should be submitted no later than **1pm**. Late applications will not be considered. Please send these to **ebba@scottishgoldsmithstrust.org** using **Fundraising Lead Application** in the subject line.

Interviews will be held on **Monday 14<sup>th</sup> June** via Zoom video conferencing.

**Equal Opportunities Monitoring:**

Scottish Goldsmiths Trust is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

**We are happy to answer any questions about this role, please contact:**

Ebba Goring, Chief Executive, Scottish Goldsmiths Trust:

[ebba@scottishgoldsmithstrust.org](mailto:ebba@scottishgoldsmithstrust.org)