



## **Post: Fundraiser (Trusts & Foundations)**

### **A. Role Description**

#### **Main Role**

This is an exciting opportunity to take on a pivotal role leading the fundraising activity for a rapidly growing charity. At Listen Well Scotland, we focus on developing listening skills through online and face-to-face training to support mental wellbeing. New online courses and virtual workshops continue to be developed as requests for listening training expand, and to meet the rising operational needs, further funding is required urgently.

The main role is to support Listen Well Scotland to obtain funding from

- Sources prepared to make significant awards (circa £50,000) per year to cover core revenue costs over 2 to 3 years.
- Funding events and initiatives.
- Developing partnerships with potential fundraising partners

We are looking for someone who is dynamic and innovative and can demonstrate initiative and leadership in fundraising. Knowledge of the public and private grant award system would be an advantage. Some experience in fundraising is preferred, but we would welcome applications from people with a passion for charity fundraising who can demonstrate an ability to increase knowledge and skills in fundraising. Good written and verbal communication skills are essential for this role, demonstrating an ability to write compelling funding applications. We are a small team, and applicants should be confident of working independently with limited supervision. Therefore, being proactive and dynamic, confident in your abilities, are the essential qualities we are looking to find. You will be working with the marketing and communications officer to find new areas of funding.

This role is part-time, and we would welcome people returning to the profession after a career break who are looking for a degree of work flexibility and the ability to work from home. We would also welcome less experienced applicants who can demonstrate the leadership qualities to develop a career in fundraising. We are also advertising for a part-time marketing and communications officer, and we would consider combining the roles for the right applicant. In your application, please indicate if you are applying for this role or both roles.

We are offering this position on a fixed-term contract basis. However, we would like to extend this role on a more permanent basis if we successfully raise funding. In this respect, development of the charity and the permanency of this role is very much something the successful appointee could influence,

## **Main duties**

### First 3 months

- Get to know the organisation, its people and services; undertake basic training in listening
- Research and develop a Fundraising Strategy, in consultation with the Board
- Identify appropriate grant funding opportunities for sustaining the services
- Explore options for regional or national fundraising events

### Months 3-12

- Implement the Fundraising Strategy
- Prepare tailored applications to relevant Trusts and Foundations
- Report to Funders in accordance with conditions of awards

**General:** Home based, you will have regular email and video-conferencing communication with one nominated Trustee and the Deputy to DTLs principally, with additional access as required. Listen Well Scotland does not have physical office space. All staff and volunteers work from home. Where appropriate, occasional in-person meetings may be arranged (covid-19 restrictions permitting).

## **B. Person Specification**

### *Essential*

- Ability to be self-motivated and to work to a high standard.
- Ability to demonstrate a real commitment to the vision and values of LWS
- Aptitude to research grant funders and assess fit with organisation's profile for eligibility.
- Excellent IT skills, working knowledge of MS Office programmes.
- Ability to prepare grant applications to Trusts and Foundations and make reports to funders.
- Strong written English and oral communication skills
- Grasp of financial accounting and cash-flow projection at a basic level.
- Excellent interpersonal and communication skills.

### *Desirable*

- Passion for mental health and wellbeing.
- Previous experience of fundraising.
- Previous experience in preparing grant applications
- Previous experience in organising fundraising events.
- Experience in working remotely with minimal supervision.
- Knowledge of the role trusts and foundations play in UK charitable giving.