**Funding & Communications Officer**

**Location:** Volunteer Centre East Lothian’s office and home working (as required/agreed)

**Line Manages**: None

**Reports to:** Chief Officer

**Salary**: £26,000

**Hours:** Full time 35 hrs per week (part time/job share of functions will also be considered)

**Duration:** 1 year fixed term contract subject to funding

**ROLE**

We are looking for an ambitious and enthusiastic individual to deliver Volunteer Centre East Lothian’s (VCEL) funding and communications function. Reporting to the Chief Officer, the postholder will be responsible for driving much needed investment into VCEL and East Lothian’s third sector by identifying new funding opportunities, whilst leading the PR, marketing, and communications function to ensure that VCEL and local third sector organisations are able to raise their profile and communicate the impact of their work.

Ideally, we are looking for someone with both funding and communications skills but we will consider individual roles for the right individual.

Contact the Chief Officer for an informal discussion in the first instance via [louise@volunteereastlothian.org.uk](mailto:louise@volunteereastlothian.org.uk)

**ABOUT US**

Volunteer Centre East Lothian is the operational name for Volunteer Development East Lothian (VDEL). VDEL was founded in 1999 and is a Charity registered in Scotland (SC029045) and a Company Limited by Guarantee (SC230099).

We provide support, learning and development opportunities for both individuals and organisations through our Volunteering, Organisational Support and Community Support teams. We provide guidance, support, and training to third sector agencies and community groups.

Volunteer Centre East Lothian is the Third Sector Interface (TSI) for East Lothian. Third Sector Interfaces have a common mission to build empowered, resilient communities with a thriving third sector. They promote and encourage informal learning, leadership development and community capacity building.

**Core Duties & Responsibilities**

**Funding Responsibilities**

* Developing and submitting high quality funding applications to a variety of funders, that enable VCEL and third sector organisations to increase their income.
* Encouraging and supporting collaboration & partnership between agencies to develop innovative programmes that can attract funding.
* Developing and delivering a programme of training and funding support and guidance to third sector organisations
* Working alongside public sector agencies to ensure that funding for East Lothian is maximised and that funded projects in the third sector are aligned with agreed community planning priorities.
* Identifying and driving community fundraising opportunities for local organisations.
* Working alongside colleagues, seek opportunities to bring in new sources of income generation for VCEL’s Community Hub
* Providing technical advice, support and guidance to third sector organisations on grant applications and ensure that fundraising is line with relevant codes of practice.

**PR, Marketing & Communications Responsibilities**

* Developing and implementing a VCEL communication strategy, to demonstrate the impact of our work.
* Developing and disseminating communications, public relations materials and campaigns that raise the profile of VCEL, connected organisations and the third sector in East Lothian.
* Ensuring that communications are strategic, on brand, and support VCEL’s objectives and in line with local strategies and plans.
* Building and maintaining relationships with a wide range of stakeholders including local media.
* Delivery of a minimum of 3 events per year including VCEL’s Volunteering Awards, AGM and Annual Conference.
* Developing and maintaining VCEL’s websites and digital content, ensuring that our digital presence aligns with our identity and message.
* Proactively communicating with external funding opportunities and their benefits to partners and third sector organisations.
* Supporting a programme of PR and marketing activity to maximise opportunities for the development of VCEL’s Community Hub
* Preparing annual reports.
* Supporting implementation of the organisations strategic plan.

**General**

* Maintain accurate and up to date records using the MILO database.
* Maintain and uphold Volunteer Centre East Lothian’s commitment to best practice and equal opportunities.
* Maintain and uphold the reputation, vision, mission and values of Volunteer Centre East Lothian at all times.
* Carry out any other reasonable duties as identified by the Executive Team and the Board of Directors.

**TRAINING**An induction programme will be provided on commencing employment. Additional training relevant to the role will also be offered, based on individual training and development needs.

**HOURS OF WORK**

Contracted hours per week will be 35 hours.

Evening and weekend work will be required from time to time. Time worked more than contracted hours is rewarded with time off in lieu.

**HOLIDAY ENTITLEMENT (PRO-RATA)**

28 days paid leave per year plus 6 public holidays. In addition, 4 non-transferable leave days are offered. These are Christmas Eve and the 3 working days between Christmas and New Year.

**TRANSPORT**

Reimbursement will be made for expenses incurred on business travel. Allowance for car usage will be paid at 45p per mile. There is no assisted car purchase or leasing scheme.

Volunteer Centre East Lothian operates the Government’s Green Transport Plan through the Evans Cycles’ Ride2Work scheme. This offers savings of up to 50% on the cost of a new bicycle (to the value of £1,000). Employees can benefit from this scheme once every three years after an initial qualifying period of 6 months.

**OUR VISION, MISSION & VALUES**

**Vision** – A strong and sustainable third sector that can make lasting change to the health, wellbeing and community life of the people in East Lothian.

**Mission** – To inspire and support people and organisations to develop and become active members in their community.

**Values –**

We will work in an open and honest way with all our partners.

We will work with integrity and trust.

We will aspire to create dynamic, forward thinking caring communities.

We will be passionate and inclusive about what we do.

* **Person Specification**

**Qualifications**

|  |  |
| --- | --- |
| Educated to degree level or equivalent | Essential |
| Membership of Chartered Institute of Fundraising and/or Marketing | Essential |
| Professional qualification from either Chartered Institute of Fundraising and/or Marketing | Desirable |

**Experience / Knowledge**

|  |  |
| --- | --- |
| Experience of writing high quality, complex funding applications of values over £50,000 | Essential |
| Knowledge of fundraising regulations and good practice | Essential |
| Experienced in developing strategic plans for fundraising and/or communications | Essential |
| Experience of developing high quality communications, PR material and marketing (including digital) | Essential |

**Competencies**

|  |  |
| --- | --- |
| Strategic Awareness | Level 3 |
| Quality and Change | Level 3 |
| Effective Decisions | Level 3 |
| Communication & Leadership | Level 3 |
| Partnership Working | Level 3 |
| Continuous & Professional Development | Level 3 |
| Knowledge & Skills | Level 3 |
| Delivering a Quality Service | Level 3 |
| Taking Responsibility | Level 3 |