

Partnership Development Officer (Fundraising)

POST	Partnership Development Officer (Fundraising)
EMPLOYER	VOCAL – Voice of Carers Across Lothian
SALARY	SJC SCP 57-63; £31-34,000 p.a. (pro rata)
HOURS	30/36 hours per week over four or five days, with some evening and weekend work; 32 days paid leave plus six statutory holidays (pro rata)
LOCATION	The postholder will work from VOCAL's Edinburgh and Midlothian Centres

Purpose of the post

The postholder will support VOCAL to

- implement VOCAL's Fundraising Strategy, in line with VOCAL's Business Plan, with aim of generating additional income of at least £100,000 per annum
- expand VOCAL's strategic approach to fundraising with corporate partners, trust funds, foundations, fundraising events and community initiatives
- strengthen the fundraising reach and capacity of the organisation
- grow and develop VOCAL's social enterprise initiatives

The postholder will lead VOCAL's work to

- build a network of corporate fundraising partners
- identify and foster partnership opportunities with businesses, employers, the hospitality, tourism and leisure sector, retailers, trusts and grant making bodies
- advance partnerships for mutual benefit to strengthen carer recognition and identification and fundraising initiatives for carer support
- liaise with individual donors and supporters
- plan, deliver and evaluate fundraising initiatives, events and appeals
- adhere to fundraising standards in Scotland to ensure the fundraising activities of the charity are ethical and in line with VOCAL's constitution

Improved outcomes

The postholder will contribute to the following organisational outcomes: VOCAL will evidence

- a wider range of mutual partnerships to link fundraising support to identifying and supporting carers
- regular community and local corporate fundraising initiatives embedded within the wider income generation strategy
- increased confidence and engagement of staff, volunteers and supporters in community and corporate fundraising
- additional income from community and corporate fundraising of at least £100,000 per annum

Job activities

1. Supporting a strategic approach to fundraising

The postholder will help shape and support VOCAL's fundraising strategy, align fundraising activity to VOCAL's mission and objectives and help shape priorities and realisable initiatives

Activities will include:

- identifying a range of trusts, foundations, community & corporate fundraising partners
- develop short, medium and longer term fundraising initiatives and methodologies
- Linking VOCAL's work with employers to employee fundraising ideas
- research the current marketplace to maximise fundraising opportunity
- recording detailed partnership and donor activity on VOCAL's E-Tap system

2. Fundraising from trust funds and foundations

- Identifying trust funds and foundations for fundraising applications
- Working with VOCAL's Senior Management Team (SMT) to plan and deliver a programme of systematic fundraising applications to support VOCAL's strategic priorities and carer demand

3. Initiating partnerships with business and corporate partners for mutual benefit

- Approaching businesses, employers, retailers, community organisations, sporting events, trust funds and funding bodies to initiate joint activities
- Strengthening VOCAL's partnerships with the hospitality, tourism and leisure sector
- Identify joint benefits for a range of partner agencies
- Cultivate and foster relationships for mutual benefit

4. Identify and plan a range of community fundraising initiatives and events

The postholder will test fundraising ideas with potential partners and develop an annual project plan for initiatives and events. Activities include identifying fundraising opportunities through

- engagement in challenge events, e.g. abseils, marathons, sponsored walks, etc
- collections at sporting events, e.g. rugby, golf, football games, marathons, etc
- charity nominations with corporate companies, retailers, etc
- employee fundraising initiatives
- other creative ideas linked to community activities and public events

5. Engage and support volunteers and supporters to strengthen fundraising capacity

The postholder will identify volunteers, supporters and 'ambassadors' to engage and assist with a range of community fundraising aspects and tasks. Activities will include:

- Identifying ambassadors and volunteers with community or corporate links and experience and the motivation to support carers through fundraising
- Build small community / corporate fundraising teams around specific initiatives / events

6. General Duties

As a member of the VOCAL staff team, the postholder will be expected to consistently and effectively perform a number of general duties:

- Comply with VOCAL policies and procedures as set out in VOCAL's handbook
- Comply with and contribute to VOCAL's work of continuous quality improvement
- Participate in VOCAL staff team planning meetings
- Carry out other non-recurring duties as arise from time to time, and occasionally help cover carer centre duties during the absence of team members.

Person specification

The person specification is a picture of experience, skills, knowledge and ability required to carry out the job. It will also be used for candidate selection in the short-listing and interview process for this post. Applicants should demonstrate on their application form how they meet the following essential criteria.

<i>Experience and education</i>		A/I/T
E1	Extensive experience – professional or voluntary – in trust fund, community and/or corporate fundraising and partnership development	A/I
E2	Experience of project planning, management and delivery: the ability to demonstrate planning, implementation and completion of project work	A/I
E3	Professional qualifications relevant to the role	A/I
<i>Knowledge, Skills and Ability</i>		
E4	Excellent planning skills to develop a strategic approach and detailed implementation plans for the delivery of fundraising initiatives and appeals	A/I
E5	Good knowledge of the main strands of income generation , understanding of and methodical approach to trust fund, community and corporate fundraising	A/I
E6	Proven communication skills : verbal, written, presentational and online. Ability to write creative, persuasive, concise and articulate copy	A/I
E7	Leadership and people skills : ability to initiate, cultivate and maintain partnerships and liaise effectively supporters: empathise, motivate, recruit, support and manage volunteers and supporters	A/I
E8	Knowledge of how the private, statutory and third sectors work and the ability to network and establish partnerships with other agencies and professionals	A/I
E9	Organisational and project management skills : ability to manage several partnerships, projects and appeals at any one time, precise time management	A/I
E10	Strong entrepreneurial skills	A/I
E11	Proven ability to self-manage, self-motivate and self-direct work; skill to work in a very organised, highly professional, calm and focused way in competitive and stressful situations, ensuring attention to detail at all times	A/I
E12	A good understanding of the prevalence of unpaid carers and their needs and situation: demonstrated commitment to supporting carers and the ability to convey the impact of caring effectively & credibly to partners and the public	A/I
E13	Good knowledge of project monitoring and evaluation	A/I
<i>Commitment to Equal Opportunities</i>		
E14	A good understanding of equality and diversity issues; a commitment to supporting people from hard-to-reach, minority or marginalised groups and the ability to adhere to VOCAL's Equal Opportunities Policy	A/I
<i>Special requirements</i>		
	None	
<i>E = Essential; D = Desirable Assessed by: A = Application; I = Interview; T = Test</i>		

Accountability, management and conditions of service

- The post holder will benefit from a structured induction programme within the first month of appointment, followed by a six months' probation period.
- The post holder will ultimately be accountable to the Board of Directors.
- For line management, supervision and support the post holder will report to the Deputy CEO.
- VOCAL acknowledges its responsibility to help identify training needs of staff and to allow reasonable time and resources for staff training, where such training furthers the duties and responsibilities of the post.
- The post holder will be based at the Edinburgh Carers Hub but will be expected to carry out a range of duties at different locations in Edinburgh and Midlothian.
- The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.
- The post is advertised at 30/36 hours per week
- There is a six-month probationary period
- The post qualifies for 32 days annual leave and statutory holidays (pro rata, if part time)
- VOCAL is committed to meet a 6% pension contribution
- VOCAL offers childcare vouchers and a cycle-to-work scheme.