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| JOB IDENTIFICATION | | | |
| **Job Title:** | Development & Fundraising Assistant | | |
| **Base:** | Renfrewshire Carers Centre, Unit 55 Embroidery Mill, Abbey Mill Business Centre, Paisley PA1 1TU | | |
| **Responsible to:** | Deputy Manager | | |
| **Salary Scale:** | £20,520 | Pensionable | Yes- Nest |
| **Hours:** | 35 hours per week | Holidays | 20 days Annual Leave & 12 Public Holidays |
| **Funding** | Funding expected until September 2022 with anticipation of a further year’s funding | | |
| JOB PURPOSE | | | |
| To assist the Deputy Manager to develop a range of high quality Carer led services for Carers in the Renfrewshire area and fundraising opportunities to sustain and develop Carer services within the Centre | | | |

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| MAIN DUTIES & RESPONSIBILITIES |
| **Development**   * Assist in developing a range of Carer led services to meet the needs of Carers in Renfrewshire in agreement with the Centre Manager and Board of Directors * Consultation with Carers to identify needs and gaps in services * Prioritise areas of work with the deputy manager * Research new and innovative services for Carers * Work in partnership with other statutory and third sector organisations to develop services to assist Carers in Renfrewshire * Work in partnership with other Carer or relevant organisations. * Develop services for people being cared for to benefit Carers * Establish and develop new services and secure funding to maintain and expand them   **Fundraising**   * Assist in developing and implementing a robust and dynamic fundraising strategy to generate income for new and existing services for Carers * Identify new funding streams and potential donors * Research, consult and complete funding applications to increase and develop services for Carers * Build on the work of the fundraising sub group * Develop community and business contacts * Develop high profile fundraising activities * Support volunteers to assist with fundraising * Provide reports to the board on the progress of fundraising activities * Keep comprehensive, accurate and accessible records   Manage own workload on a day-to-day basis and use initiative and judgment to make decisions regarding workload, priorities, in order to meet changing deadlines.  Recognise opportunities and initiate action plans to develop the service in response to changing demands.  Undertake additional duties as may be required to ensure the development and success of the Carers Centre.  Identify own learning and development needs and devise action plans to address.  .  Maintain and promote confidentiality of information about people being cared for, Carers, staff, volunteers, donors and service business in accordance with the Data Protection Act  Maintain awareness of Health & Safety Policies and guidelines and ensure mechanisms are in place to promote safety at all levels in organisation.  Occasional evening and weekend work may be required.  This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade. |

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| Management & Accountability |
| * Be accountable in the first instance to the Deputy Manager * Prepare and agree with the Deputy Manager and fundraising sub group, a programme prioritising areas of work * Be required to participate in staff planning/training meetings. |

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| Key Result Areas |
| * Establishment and implementation of a Development plan * Assist and support the development and implementation of a fundraising strategy * Key fundraising targets are set and met |

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| Knowledge, Training & Experience required to do the Job |
| * Ability to communicate effectively face to face, verbally and in writing with a wide range of stakeholders * Have experience Project Development * Experience of fundraising sector and successful funding opportunities * Experience of implementing strategies * Knowledge of appropriate ways to seek the views and knowledge of stakeholders * An ability to demonstrate initiative, develop and implement new ideas and organise own work |

**Person Specification**

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|  | **Essential (√)** | **Desirable (√)** |
| Experience of Service Development | **√** |  |
| Previous relevant experience fundraising environment | **√** |  |
| Track record in securing core and project funding | **√** |  |
| Experience of building relationships with stakeholders, funders and corporate or community organisations | **√** |  |
| Experience of monitoring and evaluation using outcome tools | **√** |  |
| Ability to work under pressure and prioritise workloads | **√** |  |
| Excellent communication and presentation skills | **√** |  |
| Good organisational, administrative and IT skills | **√** |  |
| Knowledge and understanding of Carers and their issues |  | **√** |
| Ability work on own initiative and as part of a team | **√** |  |
| Knowledge of appropriate ways to seek the views and knowledge of stakeholders | **√** |  |
| Knowledge of best practice for partnership working | **√** |  |
| Driving licence and use of vehicle | **√** |  |