

Job Description

Fundraising Specialist – Social Enterprise

Part-time

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

The primary task of this Social Enterprise Fundraiser is to support the Senior Relationships Manager in developing and delivering a fundraising strategy for our varied social enterprises. This is an important role where your ability to bring our stories to life will be key.

This strategy will see Cyrenians increasing the level of support for our Social Enterprises from independent grant making trusts and other appropriate sources

Our current social enterprises are:

Good Food Programme, with a mission to bring good food and healthy lifestyles to people who are experiencing disadvantage, isolation, poverty and homelessness. There are three key aspects to this programme:

- **Fareshare Central and South East Scotland**, a food redistribution project, collects and redistributes surplus food from producers and suppliers to not-for-profit organisations that work with vulnerable people and including Volunteering in a supportive environment, allowing people to retake the first steps, or further steps, towards independent living. Volunteers come from all walks of life and in some cases, have been, recipients of help themselves and enabling them to be givers of help to others is a unique feature of the programme.
- **Food Education programme**, offers a range of food related services including food hygiene courses, cooking courses and community cook clubs, which encourage healthy eating and promote social inclusion and help participants increase their confidence.
- Our **Cook School** also undertakes several activities designed to generate income from individual and corporate supporters

Cyrenians Farm, at Kirknewton is a working farm producing local fruit, vegetables and eggs, but is also home to a community of vulnerable young people, many with backgrounds of homelessness. The Farm grows food and helps the community to grow people, providing a range of opportunities for individuals, including young trainees, to develop skills and confidence as a step towards a settled lifestyle.

Arnotdale House, A café and event space venue which houses our Falkirk services and offers a pathway for our employability teams working primarily with Justice services in the adjacent walled garden. Arnotdale House enterprise is a true social business who's aim is to generate additional unrestricted reserves and increase the number of people who know about Cyrenians and support our work.

We are also developing our Employability and Training enterprise working with DWP and SDS amongst others to deliver valuable training and skills to cohorts of people in areas such as food hygiene and preparation, hospitality, warehousing and distribution and the care sector

We have further plans to develop at least 2 new social enterprise in the coming year.

2 Main Aims

- **Fundraising Strategy:** Working with the Senior Relationships Manager to contribute to the creation and implementation of annual income stream plans to maximise funding opportunities. Developing a funding pipeline etc.
- **CRM Data Coordination:** Ensure the timely and consistent input of supporter data, in line with data protection, on the CRM database and run regular reports as needed across the organisation.

- **Funding Applications:** Identify the opportunities for, be the lead in writing grant applications and manage the co-ordination of applications across all enterprises.
- **Monitoring and Reporting:** Regular reporting of progress against Funding Plan, budgets and social outcomes/returns, as well as evaluating and reporting to funders.
- **Achieve recognition:** for funded projects by identifying and making applications for suitable awards.

3 Tasks and Responsibilities

1. Fundraising Plan:

- Horizon scanning for funding developments across all income streams, news and changes that offer potential funding opportunities for Cyrenians.
- With the Senior Relationship Manager contribute to the creation and implementation of annual Fundraising Plans through providing ideas, input and support for a varied and creative plan to maximise funding opportunities.
- Introduce new ideas and creative approaches for fundraising.

2. Funding Applications:

- Identify suitable funding opportunities through online searches, fund-search tools, market opportunities, networking, third sector news Grantfinder™ and other sources.
- Communicate funding opportunities in a timely, concise and persuasive manner to allow relevant colleagues to provide input and support.
- Manage the coordination of funding applications across enterprises through the CRM.
- Support the generation of clear and persuasive funding applications to a range of sources including Social Enterprises, foundations, local authority initiatives, PSPs, neighbourhood and community grants and others.
- Ensure clearly defined and measurable outcomes are included in all funding applications as identified by the Leadership Team.

4. Monitoring and Reporting:

- Oversee the coordination of the CRM database, including accurate information on all prospects, funders and donors.
- Identify and report on upcoming funding opportunities.
- Coordinate reporting of outcomes for existing funded projects.

5. Achieve recognition for funded projects:

- Identify opportunities to apply for national and local awards and coordinate responses to award applications.
- Encourage colleagues (especially those with a project lead role) to put their project forward for awards and/or other PR-generating activities.
- Work with Leadership team, and Managers to raise internal and external awareness of project successes and awards won.
- Increase opportunities to present to peers in Fundraising Industry Events.

8. Budget responsibility

- Responsible for delivering against Annual fundraising target.

Line management responsibilities

- To support fundraising volunteers.

Other Duties

- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality; iii) Health & Safety of self, colleagues, volunteers and service users; and iv) equality of opportunity.
- To undertake any other duties that may reasonably be expected to fulfill the role.

4 Person Specification

Knowledge and Experience At least 3 years' experience of fundraising or working in a third sector organisation with responsibility for generating unrestricted income	Essential
Knowledge of the grant making application process – work with trusts and foundations with demonstrable success in gaining funding for projects and/or enterprises	Essential
A sound knowledge of fundraising, compliance with standards and the current fundraising environment	Essential
Experience of using digital technology for fundraising	Essential
Knowledge, understanding and experience of social outcomes and funders' expectations on evidencing social outcomes	Essential
Established network and connections in funding/funders	Desirable
Skills Excellent organisational abilities	Essential
Ability to manage multiple tasks at once	Essential
Ability to work under pressure and to deadlines	Essential

Strong oral communication skills	Essential
Excellent business writing skills with the ability to produce accurate and well-presented work	Essential
Strong budget awareness	Essential
Excellent interpersonal skills	Essential
Team working abilities	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Positive thinker and creative problem solver	Essential
The ability to delegate and empower volunteers	Essential
Ability to use digital technology for fundraising	Essential
Attributes	
Enthusiasm and Energy	Essential
Creative approach to tasks and problem solving	Essential
Appreciation for impact of Cyrenians work and desire to work to meet our 5 strategic aims	Essential
Qualifications	
Degree level education or equivalent professional qualification	Desirable
Member of Institute of Fundraising	Desirable
Circumstances	
Able to work flexible hours in line with the requirements of the post.	Essential

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Relationship Manager/Director of Commercial and Trading
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings. Monitor and report against budget for funding, adjusting forecast quarterly if required.
<u>Liaison with:</u>	Across organisation including Social Enterprise Team, support for funding across services
<u>Workplace:</u>	Edinburgh based with travel to West Lothian or Falkirk offices and across Scotland as required
<u>Working Hours:</u>	24 hours per week, which may include occasional evening and weekend work
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£30,740 - £34,158 pro rata (scale points 31 to 35). This equates to £19,939 per annum for a 24-hour week at SCP31.

<u>Driving licence:</u>	Desirable
<u>Vehicle:</u>	The post holder will be required, where possible, to provide their own vehicle; travel costs will be reimbursed based on HMRC-approved mileage rates
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG membership not required

6 Application deadline and interview dates

<u>Closing date:</u>	12 noon on Monday 18 th October 2021
<u>Interview date:</u>	week beginning 25 th October 2021
<u>Stage 2 date:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.