



## Edinburgh Students' Charities Appeal (ESCA)

Student Fundraising Support Coordinator

<b>Line Manager:</b>	Chair of Trustees
<b>Hours:</b>	37.5 hours per week
<b>Salary:</b>	£23,000-£24,000
<b>Location</b>	Mix of central Edinburgh office location and remote home working

*Edinburgh Students' Charities Appeal (ESCA) provides support to students in Edinburgh who wish to gain skills and experience in fundraising. The organisation facilitates student led fundraising events and activities.*

*We are looking for a Student Fundraising Support Coordinator (some flexibility on remote/office working initially and perhaps a 'hybrid' approach moving forward) to support students in Edinburgh with fundraising activities, by providing guidance and practical advice on a range of activities, including working with the RAG (Raising and Giving) student committee to plan their annual events. They will run the organisation's day-to-day activities and contribute to strategic planning by working with the Trustees. They will also implement development projects to improve the support students receive and the events ESCA arranges.*

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***Support ESCA's Student Volunteer Team with fundraising and event management***

- Offer a high level of support and advice to student volunteers on all aspects of fundraising.
- Assist the RAG Committee to organise events, e.g. Hitchhikes, Meadows Marathon and RAG Week.
- Support students to develop, and adhere to, risk assessments, marketing plans, event budgets (in conjunction with the Company Secretary), and event plans/deadlines.
- Attend student meetings as necessary; ensure students are working to targets and deadlines.
- Provide volunteers with a safe and supportive environment.
- Facilitate communication within the organisation, particularly between the students and trustees.
- Arrange appropriate licenses and risk assessments for events, e.g. street collection licenses
- Support students in liaising with external suppliers and supporters, including oversight of contracts or sponsorships agreements.

#### ***Provide information and advice to all other students wishing to fundraise within Edinburgh***

- Act as the main contact for general enquiries.
- Support sports clubs, societies and individuals with their charitable fundraising goals
- Deliver outstanding fundraising and events support face-to-face, over the phone and online, as well as providing quality fundraising resources to students and student societies.
- Develop and implement Support Agreements for societies and student groups
- Build effective working relationships with external organisations such as Edinburgh University Students Association (EUSA), the University of Edinburgh, and external charities.
- Speak to students who drop-in to the office, including fielding enquiries related to EUSA
- Actively seek to support students at ALL higher education institutions in Edinburgh

#### ***General Responsibilities***

- Keep accurate records of volunteers and project activity.
- Lead the Edinburgh Award in Charitable Fundraising.
- Manage the ESCA Fundraising Grant
- Maintain accurate and up to date knowledge of the charity sector, including legislation and policy related to volunteering – advise trustees of any necessary changes to ESCA's policies.
- Review, maintain and develop volunteer policies, procedures, guidance and support materials.
- Develop and deliver training for volunteers to equip them with the skills to run excellent events and activities, and regarding ESCA's policies and procedures.
- Ensure all activities comply with ESCA's policies and procedures, and legal requirements, including GDPR

**Patron:** HRH The Princess Royal

Edinburgh Students' Charities Appeal is a company limited by guarantee and not having a share capital. Registered in Edinburgh. No.SC260224 Registered office 5/2 Bristo Sq, Edinburgh, EH8 9AL. Recognised as a Scottish Charity No.SC035064.

## PERSON SPECIFICATION

EXPERIENCE OF...	
<ul style="list-style-type: none"> <li>• Event management</li> <li>• Supporting, motivating and managing volunteers/staff</li> <li>• Working/volunteering in the charity sector/fundraising</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Working with students/RAG</li> <li>• Working with people at all levels</li> <li>• Organising or delivering training</li> </ul>	Desirable
KNOWLEDGE OF...	
<ul style="list-style-type: none"> <li>• Current and emerging issues in volunteering and fundraising</li> <li>• Best practice in volunteering and volunteer support</li> <li>• Charity law</li> <li>• Health, safety and security issues in events and fundraising</li> </ul>	Desirable
ABILITY TO...	
<ul style="list-style-type: none"> <li>• Produce risk assessments and event plans</li> <li>• Be proactive and work on own initiative with little supervision</li> <li>• Work with groups and committees</li> <li>• Anticipate, mitigate and solve problems independently</li> <li>• Initiate, develop and implement new systems and processes</li> <li>• Multitask, prioritise and organise own workload</li> <li>• Develop effective working relationships and deal with a diverse range of people, both internally and externally</li> <li>• Communicate effectively both verbally and in writing, including ability to write reports and deliver presentations</li> <li>• Confidently use computers, including Microsoft Office, Google Drive, online systems, email and social media</li> </ul>	Essential
PERSONAL QUALITIES	
<ul style="list-style-type: none"> <li>• A commitment to promoting equality and diversity</li> <li>• Diplomatic and discrete approach to people and work</li> <li>• Attention to detail</li> <li>• Flexibility in working hours, including ability to work weekends and evenings when required (Time off in Lieu is given for evening/weekend work)</li> <li>• Flexibility in responding to varying tasks, duties and workload</li> <li>• Ability to learn and adapt quickly</li> </ul>	Essential

## APPLICATION NOTES

- If you have any questions about the role please email [Chair@escaonline.org](mailto:Chair@escaonline.org)
- Please send a completed application form and CV to [Chair@escaonline.org](mailto:Chair@escaonline.org)
- The closing date for applications is **5pm on Monday the 27th of September 2021**
- Interviews will be scheduled and held remotely in due course.
- The start date is to be confirmed, but will be around Monday 4<sup>th</sup> October 2021.
- N.B. Only shortlisted candidates will be contacted

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