



JOB DESCRIPTION

Fundraising Officer

Title of Post:	Fundraising Officer
Responsible to:	National Director, Work Place Chaplaincy Scotland
Closing Date:	Friday 31 st December 2021
Main Purpose of post:	To secure funding streams to enable WPCS to carry out its objectives and increase opportunities for developing new and existing initiatives.
Job Summary:	The post holder will be responsible for raising funds for WPCS through community fundraising, grants/trusts and developing other key income streams: major donors, regular giving and corporate funding. The post holder will hold a strategic view of WPCS fundraising needs and play a key role in the charities communication and marketing.
Remit of WPCS:	Work Place Chaplaincy Scotland is an established charitable trust with responsibility for the oversight and development of chaplaincy-based support services, through which the major Christian Churches in Scotland work together in relating to Scottish working life.

Main Duties

Income Generation

- Manage, support and develop imaginative fundraising activities, some of which may be events-based
- Build and maintain strong working relationships with grant making charitable trusts
- Coordinate with initiative leads to develop grant applications – and coordinate reporting to grant making bodies on progress with funded initiatives
- Inspire new supporters to raise income, while maintaining and developing relationships with existing supporters
- Develop and broaden corporate support (church organisations)
- Engage and develop web-based fundraising including social media

Fund Raising Strategy

- Develop and maintain a strategic plan to guide fundraising activities and revenue projection

- Working with the National Director, Finance Director and Administration in planning for the strategic priorities for WPCS work

Communications

- Work with the National Director to raise the profile of the Charity
- Raise awareness of the charity, its service, successes and plans through both social media and the press
- Contribute to WPCS and initiative newsletters

Administration

- Preparation of fundraising reports for WPCS board
- Maintenance of fundraising database and documents
- Write and design organisational materials
- Keeping abreast of fundraising good practice and legislation, ensuring compliance with best practice.
- Networking with other fundraisers and charity staff when possible.

Person Specification

	Essential (E) or Desirable (D)	Assessed by Application (A) Interview (I)
Skills, abilities and knowledge		
• Experience in developing successful bids to grant making bodies	E	A/I
• Experience in a role within a fundraising environment	E	A/I
• Experience in event management	D	A/I
• Skilled bid writer with strong strategic focus	E	A/I
• Knowledge of key funding streams and processes	E	I
• Ability to network with funders and donors to maximise relationship	E	I
• Ability to create and maintain successful working partnerships with multiple stakeholders	E	A/I
• Experience in working with volunteers	D	A
• A full clean driving license	D	A
Personal Qualities		
• Excellent written skills, including the ability to write persuasively and for different audiences	E	A
• Excellent Verbal communications skills	E	I
• IT literate – word processing, spreadsheets and databases	E	A/I
• Digital competency with social media, on-line marketing tools and websites	E	A/I
Educational Requirements		
• Recognised Fundraising Qualification	D	A
• Professional membership of Fundraising body (eg (CIOF)	D	A

Terms and Conditions

- This is initially a full time, 1 year contract with possible extension.
- Remuneration will be on the WPCS Scale £25,463 to £31,338 contingent on experience, education.
- Whilst normal hours of work will be 36 hours per week as agreed locally, the nature of the work calls for a degree of flexibility. Thus hours of work, which are as agreed with the line manager, may vary from day to day. This may involve some evening and weekend work.
- The post holder will work from home with occasional travel for meetings and events.
- There are 5 weeks annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full months worked. There are also 9 statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually.
- The successful applicant will have the opportunity to join a defined contribution pension scheme provided by The Pensions Trust, or to continue to make contributions to a personal pension scheme.
- In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- A pre-employment medical check will be undertaken as part of our recruitment process.
- The successful applicants will be asked to uphold the Christian ethos of Workplace Chaplaincy, however we do not discriminate on religion and welcome applications from all faiths and none to apply.

Please return completed application form to:

Liz.Mackie@wpcscotland.co.uk

Informal enquiries can be made to:

Andrew.Gregg@WPCScotland.co.uk