



176 High Street
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Dear Candidate,

MYPAS is a well-established localised charity, providing a range of services for children and young people aged 10-21 in Midlothian and East Lothian that supports their health and wellbeing. MYPAS has a strong team ethos where all team members pull together in the interests of fulfilling the charity's objectives.

As we approach 2022, MYPAS requires the support of a **full-time Fundraising and Communications Assistant** to help build capacity in the core team and support key project areas. This is a fixed term contract of 1 year with the potential to extend beyond this, funding permitting.

The post-holder will work in close conjunction with and report to the MYPAS Business Development Manager whose remit covers income generation, governance, research, communications, events and leading projects. Working as part of a small team whose responsibility covers a range of business and development functions, this is a great opportunity to gain experience and skills in fundraising and communications in a growing localised charity.

We are looking for candidates who have relevant research, fundraising and communications experience. You need to be comfortable working digitally, have experience of planning and organising a diverse workload, possess excellent IT skills and social media expertise. As the role involves work across a wide remit, including research, data collection and analysis using standard tools and database work, you should have excellent organisational skills and have good attention to detail. Candidates must have experience of dealing with a wide variety of challenging tasks, often to tight deadlines requiring excellent time management and the ability to prioritise your tasks over the week.

The post holder must be flexible and willing to get involved with other activities as appropriate to meet the changing needs of the organisation. Given the sensitive nature of MYPAS's work, it is essential that discretion is exercised and confidentiality is maintained, with an empathetic approach applied to all areas of our work. The post holder may be asked to attend weekend/evening events for which time off in lieu would always be given.

All informal enquiries can be directed to Fran Armour, MYPAS Business Development Manager at fran.armour@mypas.co.uk or by phone on 0131 454 0757. The closing date for applications is Monday 10th of January 2022 at 12pm.

You can find out more about our work by visiting our website www.mypas.co.uk

We look forward to receiving your application.

Midlothian Young People's Advice Service (MYPAS)

www.mypas.co.uk

Promoting the health and wellbeing of young people in Midlothian and East Lothian

Company No: 201002, Scottish Charity No: SC029543

Job Title: Fundraising and Communications Assistant

Employer: Board of Directors, Midlothian Young Peoples Advice Service

Responsible to: MYPAS Business Development Manager

Salary: £20,803

Hours: 35 per week

Leave: 25 days annual leave + 11 public holidays (pro-rata), to be worked flexibly to suit the needs of the service

Place of work: The administrative base is in Dalkeith, although we are operating on a blended model of home working and office based working currently. Travel throughout Midlothian and East Lothian, including operating from other venues, may be required.

Special conditions:

The contract will initially run until **January 2023**

You must be willing to travel across Midlothian and East Lothian if required

MYPAS will contribute 6% to the company pension scheme

Job Purpose

The successful candidate will provide assistance and support to the MYPAS Business Development Manager across the following:

- Assist with all aspects of fundraising including fundraising events, funder-related research, data entry and donor relations.
- Provide support with aspects of internal and external communications including maintaining and updating MYPAS social media and website (Wordpress).
- Provide generalised and project specific administrative and research support as required.

Key duties

Fundraising and Events

- Supporting the MYPAS Business Development Manager with day to day fundraising such as replying to fundraising queries, researching potential funding sources and providing accurate processing of and acknowledgement of donations.

- To support the MYPAS Business Development Manager with managing fundraising event logistics as required such as engaging with volunteers, participants and event administration.
- Maintaining & updating fundraising databases/datasets and providing reports such as reports for funders, MYPAS internal reports and supporting key projects.

Communications

- To maintain and update all social media channels at MYPAS
- To maintain and update MYPAS's website (*Wordpress*).
- Creating mailing lists and regularly updating supporter mailing preferences in accordance with GDPR.
- Compiling and sending out information and fundraising materials on behalf of the organisation.
- Supporting meetings relevant to fundraising, research, training and/or communications (currently virtual), including scheduling, circulating papers and minute-taking.

Other Duties

- Participate in training as required to meet the needs of the role.
- Meet regularly with your line manager to discuss progress, work plans and priorities.
- Participate in frequent core team meetings and meetings with the wider MYPAS team
- Work collaboratively across the organisation to build good working relationships.

The role description is a general outline of duties and responsibilities and may be amended as MYPAS develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time as required for the effective running of the development function and the organisation.

Person Specification

Fundraising and Communications Assistant

Education and qualification criteria		
Essential	Desirable	Assessment
At least three Higher Grades (SCQF Level 6), including English (or equivalent)	<p>Qualified to HNC or equivalent (SCQF level 7) in a relevant subject or extensive experience in a similar role</p> <p>Bachelor's degree (SCQF level 9)</p> <p>Recent and relevant CPD (e.g. in fundraising, communications, etc.)</p>	Application
Experience and knowledge criteria		
Essential	Desirable	Assessment
<p>Demonstrable experience of providing excellent project and administrative support</p> <p>Understanding of charity funding processes</p> <p>Experience of working collaboratively and effectively as part of a team to deliver successful outcomes</p> <p>Experience of supporting committees and/or working groups, including setting agendas, minute-taking, recording and tracking actions</p> <p>Experience of providing effective administration and coordination in support of specific projects or deliverables (e.g. data collection, monitoring and tracking progress, identifying challenges)</p> <p>Experience of producing or reviewing content for websites, newsletters, articles and social media</p>	<p>Experience of working in Scotland's Third Sector</p> <p>Experience of fundraising events</p>	Application and interview

Skills and personal qualities criteria		
Essential	Desirable	Assessment
<p>Well-developed time and task-management skills, with the ability to prioritise and deliver competing objectives</p> <p>Methodical and conscientious approach to work</p> <p>Proficiency in the use of common IT systems and software (including the full Microsoft suite) and good word processing skills</p> <p>Excellent written and verbal communication skills; Confidence in communicating with individuals from a wide range of backgrounds</p> <p>Demonstrably strong attention to detail and ability to maintain accurate records.</p> <p>Ability to analyse or synthesise complex information and communicate or present results/findings clearly and succinctly in both verbal and written form</p> <p>Good problem-solving skills and the ability to identify and implement solutions using initiative</p> <p>Resilience and the ability to adapt in response to changing priorities</p> <p>The ability to operate with tact and discretion, maintain confidentiality, and exercise good judgement and the ability to work as part of a team and independently, using your own initiative</p>	<p>Appreciation of issues that impact on the lives of children and young people</p>	<p>Application and interview</p>