**Regional Partnerships Lead**

**December 2021**

**Job Description**

**Job Title:** Regional Partnerships Lead

**Contract:** Permanent, 36.25 hours per week (subject to a six-month probation)

**Grade:** 4

**Location:** Rock Trust Regional Offices, (West Lothian, Fife, Perth & Glasgow)

**Salary:** £25,031 - £30,473 per annum (depending on experience)

**Mission Statement**

To prevent youth homelessness and to support young people to build better futures.

**Context**

Rock Trust is looking to employ an experienced and motivated Regional Partnerships Lead to work as part of the Communications & Fundraising team. The role will focus on increasing our community fundraising activity in different regions across Scotland, by growing grassroots support, engaging with and cultivating new relationships with local businesses and community groups and ultimately securing income.  This role requires someone who can work on their own initiative, can take the lead on multiple project streams and has a ‘producer’ approach to work.

**Reporting to**

Communications and Fundraising Manager

**Key Responsibilities**

* Implement the Scottish community fundraising strategy across the regions we work within, and create bespoke regional community strategies for the areas you work within, ensuring your activity reflects the unique needs of these areas. Contribute to the continuous review of our fundraising strategy, ensuring it remains fit for purpose and aligns with trends and best practice.

* Develop and maintain in-depth knowledge of the region(s); the companies, community interests and stakeholders, faith based groups, community groups and event opportunities that are active and that can be cultivated to increase our reach.

* Using initiative and based on research, take the lead on cultivating strong and enduring relationships in the regions and increase community giving through the development of new fundraiser resources and activities. Lead targeted, pro-active approaches to establish new community partnerships and opportunities to fundraise for our work

* Oversee the recruitment and supervision of volunteer community ambassadors to support the work of regional fundraising

* Lead and be responsible for, the design, planning and delivery of community fundraising events, delegating and assigning tasks to other members of the C&F Team and wider organisation.

* Lead recruitment campaigns for challenge event participation and work with the C&F team to support the stewardship of individual and community supporters.

* Work in partnership with the Communications Lead and C&F team to create media & publicity campaigns that support regional fundraising work
* Be responsible for and lead data analysis for fundraising activity in your region(s) – ensure at design stage that activity can be measured and report monthly and quarterly on trends, evaluate activity, reflect on practice and continually evolve and improve to ensure we achieve targets.

* Work with the C&F Team and wider organisational management team to respond to funding applications, supporting the bid management process with other C&F colleagues, ensuring high quality funding applications are submitted on time.

* Demonstrate a commitment to ongoing learning and development and participate in any training relevant to the role
* Line manage team members, as required

* Undertake other duties which may from time to time be requested by your line manager and Chief Executive

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

**Person Specification**

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| **Area**  | **Essential** | **Desirable** |
| Either:  HNC, Advanced Higher, SVQ 3 or 4 or equivalent with considerable relevant fundraising experience  or a Bachelor’s Degree in a related field with more limited fundraising experience.  Or:  Broad vocational fundraising or sales experience acquired through a combination of job related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work roles. **PLUS**  | X |  |
| Demonstrable working knowledge of community fundraising and fundraising in a Scottish context.   |  | X |
| **Fundraising**  |  |  |
| Demonstrable experience of regional fundraising or regional sales  | X |  |
| Experience of line management and recruitment   |  | X |
| Experience in managing and monitoring a fundraising or sales budget and financial performance reporting  | X |  |
| Demonstrable experience of identifying, cultivating and maintaining community / account relationships  that result in direct income  | X |  |
| Strong and proven leadership skills  |  | X |
| The experience to understand when and how to make appropriate asks for support, and the ability to do so.  | X |  |
| **Experience**  |  |  |
| Proven initiative and judgement to resolve day-to-day problems independently  | X |  |
| Working knowledge of voluntary sector  |  | X |
| Excellent communication skills, oral and written  | X |  |
| Ability to work on own and to use initiative  | X |  |
| Problem assessment and solving skills  | X |  |
|   |  |  |
| **Other**  |  |  |
| Willingness and ability to work unsocial hours  | X |  |
| Driving licence and access to a car  | X |  |
| Willingness to travel – this is a regional fundraising role where we require direct engagement with local communities.   | X |  |