



www.aberdeensciencecentre.org

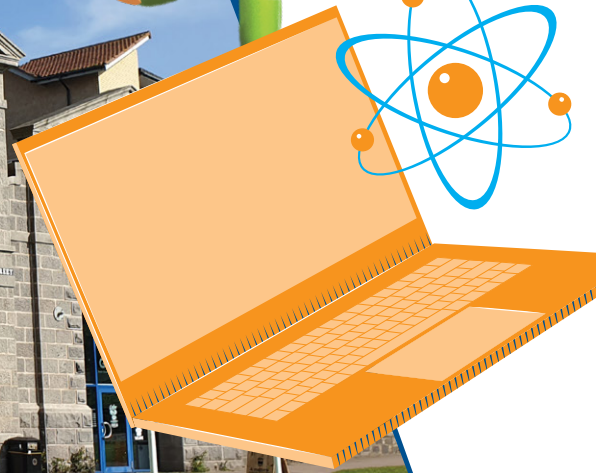
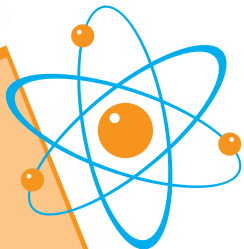
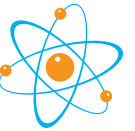
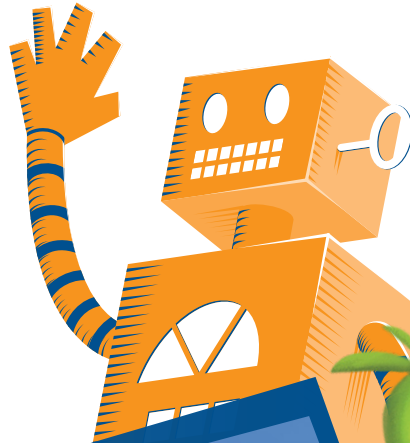


Fundraising Manager

**Application Deadline:
4th February 2022**



INVESTORS IN PEOPLE™
We invest in people Silver



Unleash the **power** of curiosity at Aberdeen Science Centre

Welcome!

Thank you for your interest in joining our hardworking and passionate team at Aberdeen Science Centre. We are proud to offer the opportunity to work in a newly refurbished, modern and spacious centre with more than 60 interactive exhibits, a busy schools and community outreach programme, corporate spaces and plenty of opportunities to get hands on with STEM (Science, Technology, Engineering and Maths) engagement!

This pack will walk you through everything you need to know, including:

- The job description and the kind of skills and experience we're looking for
- Our new centre and all its facilities
- Opportunities for your career development
- The remuneration package we can offer
- A few words from our team

If you have a passion for science and STEM education and are keen to inspire others and make a lasting impact, we can offer you rewarding, interesting and varied work and the chance to develop your own career path.

We would love to hear more about what you can bring to Aberdeen Science Centre and help us to Unleash the Power of Curiosity!



All about us

Aberdeen Science Centre is an inspirational, exploratory visitor attraction close to Aberdeen's beachfront. We are committed to inspiring a lifelong interest in science by creating engaging, fun, informative and educational experiences for everyone who comes through our doors.

Established in 1988 and a registered charity, Aberdeen Science Centre has played a significant role in STEM and interactive discovery across the region and was the first science centre to open in Scotland.

In late 2020, Aberdeen Science Centre reopened its doors at Constitution Street, following a major £6million redevelopment project. The revamp allowed us to create six exciting zones for visitors - Space; Energy; Test It; Make It; Life Sciences; and a special under-6s area for our littlest scientists.

We also have the Shell Learning Zone with meeting spaces which can be used for corporate events for up to 250 guests as well as in-house training sessions.

We brought in more than 60 new exhibits (and a few old favourites!) including our friendly humanoid robot, RoboThespian, who loves to sing and chat, and the OPITO Theatre of Energy, an immersive experience which challenges visitors to find the right mix of energy sources.

We have an on-site café run by Grub, as well as a small garden, office and recreation space and free parking.

The refurbishment was made possible by funding and support from the Inspiring Science Fund - a partnership between the Department for Business, Energy and Industrial Strategy (BEIS), UK Research and Innovation (UKRI) and Wellcome - and with additional funding from Opportunity North East (ONE) and Aberdeen City Council.

Maintaining our valued corporate partnerships is a vital part of our day-to-day work and extra support from our partners, including OPITO, Shell, Equinor, bp, The Robertson Trust, TAQA and CNOOC, allows us to deliver quality programmes, workshops and events for schools, community groups and others.

Our Education and Learning team run a number of STEM, coding and engineering clubs for youngsters and there are always opportunities for staff to get involved!

We strive to be one of the only five-star attractions in the North-east of Scotland and the go-to STEM education resource locally. We share best practice with other science centres as part of our membership of the Association of Science and Discovery Centres and our network of centres here in Scotland.

This is an exciting time to be working in the field of STEM as the energy industry transitions away from finite resources to renewable sources of energy - and we are big on digitalisation and harnessing technology to create memorable experiences!

The future's bright. Play your part and use your valuable skills to make a genuine difference.



Job description

We are looking for a **Fundraising Manager** to work in our main office.

Salary: £27,000 **pro rata**

Reports to: Head of Business Development

Contract: Part Time

Hours: 22.5 hours per week; 3 days from 7

The Fundraising Manager will lead on developing Aberdeen Science Centre's grant funding, trusts, sponsorship, tribute giving and fundraising activities, maximising current relationships and cultivating new funding opportunities to support projects across the organisation.

The post holder will work closely with the Leadership Team and other staff to ensure Aberdeen Science Centre identifies, and is ultimately successful, in acquiring funding to support both its restricted and unrestricted activities. The successful candidate will support in delivering bespoke, creative and inspiring proposals of support to grow income.

Whilst identifying, writing and submitting applications will be a significant part of the role, it is important that this role is not seen as ASC's sole fundraiser but will also support and facilitate others across the organisation in achieving their funding and fundraising targets.

This role will also look to develop and implement a 'Friends of Aberdeen Science Centre' voluntary group who will support unrestricted fundraising events and activities for the benefit of the charity.

The post holder will be expected to work flexibly within the team, with a willingness to work evening and weekends as required.



Job description (cont.)

Main Duties and Responsibilities

General

- Identification and application of grant funding, trusts, sponsorships and other funding opportunities.
- Development and implementation of ASC Funding strategy.
- Development of a volunteer led 'Friends of ASC' group to support fundraising events.
- Sponsor and donor engagement coordination.
- Develop funding proposals, in collaboration with ASC staff, conducting any necessary follow-ups with prospective donors.
- Support and facilitation of other ASC staff in writing funding applications.
- Working with the Head of Business Development, maximise potential funding and sponsorship income from corporate clients.
- Working with the Marketing & Events Coordinator, plan, develop, coordinate and deliver fundraising events to generate further unrestricted income.
- Seek funding opportunities to support ASC's Fundraising Events.
- Develop and maintain funding and fundraising database alongside the Head of Business Development.

Miscellaneous

- To ensure that all funding and fundraising opportunities supports the Core Ideology of the science centre.
- To share good practice initiatives both locally and nationally.
- Act as an outstanding ambassador for Aberdeen Science Centre both locally and further afield.
- Attend trade shows and external networking events as appropriate.
- Weekend and evening work is expected.

All science centre staff are expected to:

- Perform their own general clerical duties including, but not limited to, typing, copying, mailing and filing.
- Ensure all current legislation including, but not limited to, GDPR and Health and Safety is followed at all times.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Consider the day to day environmental impact of their work and act to reduce accordingly i.e. turn off unwanted lights, reduce paper usage etc
- Follow any other reasonable duties as assigned by their line manager or Chief Executive.
- To attend conferences and other learning opportunities as required.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you in the post mentioned above.

Aberdeen Science Centre reserves the right to amend the Job Description in consultation with the employee.

Aberdeen Science Centre pursues a policy of equal opportunities in the appointment and promotion of staff.



Person specification

Do you have the skills, experience and enthusiasm we are looking for from a Fundraising Manager?

Essential Competencies

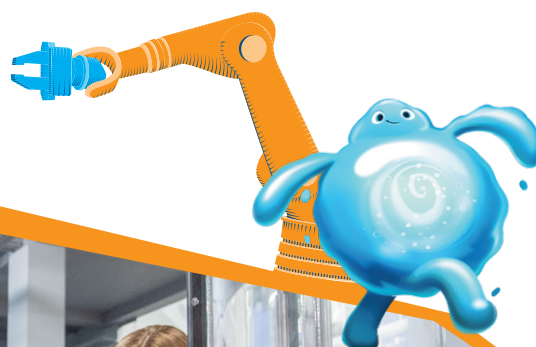
- Educated to degree level (or with equivalent demonstrable experience in the sector)
- Excellent interpersonal and relationship development skills
- Proven record of successfully applying for fundraising/producing fundraising proposals
- Proven experience of growing income across all fundraising streams
- A passion, drive and creativity with confidence at building relationships
- Excellent written and verbal communication skills and ability to relay appropriate messages effectively to disparate audiences
- Excellent attention to detail
- Knowledge, understanding and experience of delivering successful fundraising strategies
- Knowledge, understanding and experience of using social media platforms as a business tool.
- Ability to work unsupervised, on own initiative and be an effective team member
- Knowledge and competence in ICT including MS Office suite and ability to learn to use new ICT applications and equipment
- Ability to work to tight deadlines and organise own schedule
- Commitment to continuous professional improvement and development.
- Desire to work within the charity sector adopting a creative and innovative approach to funding and fundraising
- A commitment to Aberdeen Science Centre’s values of being responsible, excellent, inclusive, open and respectful

Desired Competencies

- An interest in Science and other STEM activities would be advantageous
- Full, clean driving licence

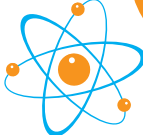
You will be joining an organisation who has gained the Investors in People Silver award accreditation so you are assured that your welfare, career development and support are an intrinsic part of our methodology and strategy.

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Come and join us!

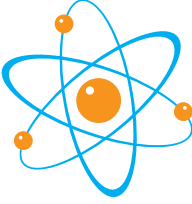
We'd love for you to be part of our dedicated team. Here's what some of our colleagues have to say about working at Aberdeen Science Centre.



Aberdeen Science Centre has a great culture which is both supportive and collaborative. Senior management's belief in the team and genuine will for you to develop and grow makes each project enjoyable, knowing you have their support.

I just love engaging with people and watching their surprised faces after a cool, creative activity!

The staffing structure means we get to work with different members of the team, giving you the opportunity to learn every aspect of the company. Through this atmosphere we end up accomplishing more together.

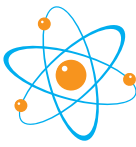


I love seeing the impact our work has on young people and in the wider community - even a short walk through the centre shows the positive interactions people are having with STEM.

It's a fun place to work with great learning opportunities and really friendly, enthusiastic staff.

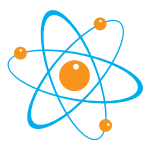
I've developed many new skills, from delivering and developing workshops to coordinating events and working with community partners and I've been allowed the freedom to develop according to areas of interest. Working at Aberdeen Science Centre is fun and fast paced but also a great place for personal development.

It's so rewarding to know that the work you're doing is contributing to the charity to inspire an interest in science, whether that be in the centre itself, in schools or the community.



If you want to work with an organisation that cares about its people and like the idea of working with a purpose-driven charity, then join us at Aberdeen Science Centre.

The diverse activities we do at Aberdeen Science Centre means no two days are alike.





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Aberdeen Science Centre is a Scottish Charity, SC014922,
regulated by the Scottish Charity Regulator (OSCR)