

**Job description**

**Job title**

Fundraiser (trainee)

**Location**

Glasgow with flexible working

**Hours**

28 hours per week

* Occasional weekend or out of hours work will be required in support of fundraising events
* Permanent, part-time
* Flexible working - we want to make sure that we find the right people to work in our team and we know that the traditional 9-5, five days a week doesn’t suit everyone. So, we would love to hear from you if you feel you’re a great fit for this role and would like to work flexibly. If you are the right person for this role, we’ll find the right working approach for you.

**Salary £22,500 pro rata plus the cost of the Certificate in Fundraising from the Chartered Institute of Fundraising**

**Reporting to**

Head of Fundraising and Communications

**Job purpose**

• The Fundraiser will support the Fundraising and Communications team on a range of activities and projects to gain a breadth of experience of all fundraising, communication and marketing disciplines, and gain a rounded view of charitable fundraising and the role fundraising plays in charities.

• To support the delivery of Cerebral Palsy Scotland’s work by securing income

**Main duties and responsibilities**

• Work within the guidelines of the Chartered Institute of Fundraising best practice and the Fundraising Regulator code of practice.

• Build and maintain relationships with corporate, community and event volunteer fundraisers, ensuring they are supported before, during and after their events.

• Research and identify prospective supporters and assist with the development and fulfilment of targeted approaches.

• Make applications for funding where appropriate.

• Support on fundraising, cultivation and stewardship events, including attending events to represent Cerebral Palsy Scotland and support fundraising activity.

• Support on technical development of business automations, CRM systems and stewardship journeys.

• Support data analysis and reporting including creating and updating donor records, CRM systems and, ensuring records are kept up to date, accurate and consistent at all times.

• Raise the profile and awareness of the charity through marketing and communication channels including social media and the media in collaboration with the Communications Manager.

• Grow the supporter base of the charity by identifying, researching and implementing new ways to approach potential supporters.

• Work with the fundraising team to implement and facilitate the highest standards of stewardship to supporters.

• Undertake fundraising administration duties that include maintaining records of all activities and correspondence.

• Develop individual work programme in consultation with line manager to weekly, monthly, quarterly and annual timeframes.

• Take individual responsibility for agreed objectives and targets.

• Organise own time and resources effectively and use initiative.

**General**

• Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information.

• Contribute to a culture of equality and demonstrate a commitment to creating a genuinely inclusive organisation.

• Represent the organisation in a positive manner.

• Maintain the level of professional development and competence required to carry out this role and notify the organisation immediately of any circumstance that affects this.

• Adhere to and uphold Cerebral Palsy Scotland’s mission, vision, social purpose, strategic aims and policies.

• Act with integrity and maintain the highest professional standards at all times.

• A flexible approach is required for the role, as additional, reasonable duties commensurate with the role and as agreed in advance with the Chief Executive may occur from time to time.

• Compliance with Cerebral Palsy Scotland policies.

• Act with integrity and maintain the highest professional standards at all times.

• Carry out other duties as necessary to meet the needs of the organisation.

• Commitment to the organisation’s aims and values.

*This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the postholder.*

**Person specification**

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|  | **Essential** | **Desirable** |
| **Experience** | Some fundraising experience with community organisations, companies or volunteer fundraisers. | Working or volunteering in fundraising for a charity.  Experience of sales or account management.  Experience of communications or marketing.  Experience of event marketing and management. |
| **Knowledge and skills** | Evidence of literacy and numeracy appropriate to the level of the role.  Excellent interpersonal skills and the ability to represent the organisation effectively to a wide range of external stakeholders.  IT literate including MS Office. | Knowledge of fundraising information systems and databases.  Creative writer.  Understanding of responsible use of social media.  Driving licence. |
| **Personal**  **attributes** | Friendly, outgoing and enthusiastic, quickly connecting with others and building relationships.  Ability to work effectively and positively as a team member.  Passion and a positive attitude  Motivating, empathetic and persuasive communicator Works accurately with details within established standards and guidelines.  Committed to own continuing professional development. |  |