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**OCEAN YOUTH TRUST SCOTLAND**

**FUNDRAISING OFFICER**

**Location:** Greenock (but some possible home-working)

**Hours**: Full Time - 35 hours per week

**Salary**: £25,792 to £27,352

**CLOSING DATE:** 1700 Friday 6 May 2022 (Interviews: Wednesday 18th – Friday 20th May 2022)

Are you passionate about making a difference to young people’s lives? Ocean Youth Trust Scotland is an award-winning youth work charity, delivering life-changing voyages at sea for young people aboard its sail training vessels.

Now that the delivery of our youth work at sea has recommenced following the pandemic, securing funding for our invaluable youth work is a priority.

An exciting opportunity has arisen to join the Fundraising team as we emerge from the covid-19 pandemic. Ocean Youth Trust Scotland is seeking a motivated, dynamic and enthusiastic fundraiser to hit the ground running on the management and development of existing Trust and Statutory funding relationships.

Experience in securing funding via applications to funders such as The Robertson Trust, the Big Lottery and other major grant making trusts and foundations is essential. The ideal candidate will be a positive and creative individual with the ability to confidently embrace a diverse workload.

The successful candidate will be responsible for progressing a wide range of small, medium, and large grant requests to various funders. We are looking for an organised, detail-oriented storyteller with demonstrable experience in developing high quality applications, reports, budgets and supporting documents for a wide range of audiences including existing and new grant funders. This role would be ideal for someone who is highly organised, calm under pressure and a great communicator who has the confidence to reach out to familiar and new audiences.

A can do, positive attitude is what we look for – we thrive on a happy, successful workplace. You will need to be flexible and a team player, as due to the size of our organisation there are times when it’s all hands on deck!

This role would best suit an aspiring or experienced fundraiser looking for an exciting and varied role including managing a portfolio of funders, assisting with social media and general fundraising admin as required.

**Personal Specification**

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| **Area** | **Essential** | **Desirable**  |
| **Experience** | * Excellent written and verbal communication skills with good copy writing and proof-reading ability
* Minimum of one year’s successful experience in fundraising
* Administration experience in a busy, fast moving environment.
* Experience of administering data and ensuring deadlines are adhered to
* Experience of handling incoming and outgoing telephone calls
* Ability to handle competing demands
* Proven track record of generating income from a range of trusts, foundations, and grant giving bodies
* Educated to degree-level or equivalent work experience
 | * Event Fundraising experience
* Digital communications via website, email campaigns and social media
* Experience working with volunteers
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| **Knowledge** | * Excellent IT skills and understanding of Microsoft Outlook, PowerPoint, database, internet and spreadsheets
 | Experience using a CRM database  |
| **Skills** | * Ability to handle competing demands
* Ability to work on own and as part of a team with a strong team work ethic
* Confidence to interact with supporters face to face, representing the organisation at fundraising events
* Ability to be a reliable and effective team player to work with others to deliver the plan
* Strong interpersonal skills and relationship building abilities with the personality to work collaboratively with co-workers, volunteers and donors
* Results orientated with a proactive attitude, positive outlook, high level of energy, enthusiasm and dedication to the mission and goals of OYT Scotland
* Ability to prioritise a varied workload, good time management skills
* Excellent written skills gained through producing correspondence and/or reports for internal and external audiences
* Confidence in dealing with people at all levels, demonstrating professionalism and diplomacy
 | Copy-writing skills Negotiation skills Driving license  |

**To apply, please send your CV and a covering letter to****fundraising@oytscotland.org.uk**