



## Fundraising Lead

<b>Hours</b>	21 hrs per week
<b>Place of work</b>	Flexible, the post can be home or office based (Linlithgow, West Lothian). Ideally you will attend meetings in the office twice per month.
<b>Salary</b>	£26,530 pro-rata
<b>Duration</b>	12 months initially, but with good chance of extension
<b>Leave</b>	28 days (pro-rata) + office closure 25 December – 2 January
<b>Pension</b>	Employer's contribution: 4%, employee's contribution: 4%

**About EOS** - Eczema Outreach Support is a vibrant UK-wide charity set up in 2011 to support children and young people with eczema. (Initially we only worked in Scotland, but since 2018 we have opened our doors to members from all four nations).

We know eczema is so much more than itchy skin and we are here to help families living with the impact of eczema on daily life. We provide practical and emotional support, we help families connect with each other, we work with schools to make things better and we make sure the children and young people know they are not alone dealing with the condition.

We are in very exciting times with an increasing membership, reach and influence lead by a new CEO and we are looking for someone to be part of our amazing team and help take our income to the next stage. We are a small, supportive team where everyone's ideas and thoughts are valued and encouraged

### **About the Role**

The purpose of this role is to increase the fundraising capability of EOS and secure the income we need to deliver our support to children and young people with eczema. It is part of our new fundraising strategy.

Reporting to the Head of Finance you will take the lead on maintaining and expanding our successful Trusts and Foundations fundraising programme.

You will also support our membership fundraising, looking to improve and maintain our stewardship processes.

This job could be for you if you have fundraising experience and are pro-active, organised and motivated to try new things and contribute ideas

You will be joining a successful charity and bring your skills to an often unacknowledged but truly important cause in a friendly and supportive team environment.

### **What we offer**

- Flexible working. We know how important life outside work is, so you will have a lot of flexibility around when and where you work. If you are the right person for this role, we will find a way to make it work.
- 28 days of annual leave (pro-rata) plus additional days off for the office closure between 25 December and 2 January
- 4% employer's pension contribution
- We prioritise our team's welfare very highly. We work on the basis that team members who feel valued and supported will deliver the best outcomes for our members.
- We are committed to becoming an organisation which reflects society and promotes diversity and inclusion. We would particularly welcome applications from people who are currently under-represented, including disabled people and those from Black, Asian and other minority ethnic communities.

For an informal chat about the role please contact Dorte Al-Gailani at [Dorte@eos.org.uk](mailto:Dorte@eos.org.uk)

### **Main duties and responsibilities**

#### **Fundraising from Trusts and Foundations**

Leading on applications to trusts and foundations with input from SMT and delivery teams as needed, incl:

- Writing and submitting high quality applications to trusts and foundations that reflects EOS and our members stories
- Researching potential charitable trusts and foundations to approach for funding
- Build and maintain positive relationships with key personnel in relevant funding organisations
- Support monitoring and evaluation and coordinate relevant reporting to funders
- Maintaining the funders database

#### **Fundraising from members**

Assisting with improving the stewardship processes for donations from individuals

Ensuring stewardship processes are implemented and maintained

Assist with a member focus group on fundraising

Working in cooperation with the comms staff to develop and deliver up to 3 fundraising campaigns per year

#### **Other fundraising**

Inputting into the organisation's fundraising strategy

Assist the SMT with the development of a corporate fundraising strategy as appropriate

Reporting on income generation and evaluating progress

Keeping up to date with best practice in fundraising and fundraising trends

#### **General**

Working within the EOS ethos and values.

## Person specifications

	Essential	Desirable
Understanding of legislation & best practice within fundraising	x	
Track record of successful fundraising from trusts and foundations	x	
Experience of fundraising from individuals within a membership organisation		x
Experience of other forms of fundraising		x
Qualification in fundraising (e.g Certificate in Fundraising from Chartered Institute of Fundraising)		x
Experience of working in a small team		x
Experience in building relationships	x	
Ability to prioritise work to ensure deadlines are met	x	
Ability to take ownership of your own areas of work	x	
Ability to write compellingly and clearly to garner support for our members	x	
Ability to communicate well with others, in person, on the phone and online	x	
Good IT skills, particularly in using Microsoft packages, fundraising platforms, Zoom	x	
Understanding of the challenges created by chronic conditions, especially eczema		x
Commitment to equal opportunity and inclusion	x	

## How to apply

**What you should send** - There is no application form. Please provide:

1. A CV, explaining what your experience is. We are also interested in people's life experience when it is relevant to the post, such as hobbies and roles you do on a voluntary basis.
2. A covering letter demonstrating how you meet the person specifications and why you would like to work with us
3. The names and contact details of 2 people who will give you a reference, if possible people who know you in a work or volunteering capacity. We will not contact anyone for a reference until after the interview stage.
4. Please let us know if there are any reasonable adjustments we can make to allow you to attend a potential interview
5. To assist us with monitoring our recruitment processes it would be helpful if you can complete our equal opportunities form (<https://www.tfaforms.com/4981802> and you can also access from the EOS website). You should submit this form directly on the platform, not by email. It will not be connected to your application in any way.

## Where to send your application

The closing date for applications is **Tuesday 24<sup>th</sup> May at midnight**

You can send them by email (preferably) or by post:

- Email: **Recruitment@eos.org.uk**
- Post: EOS, Bryerton House, 129 High Street, Linlithgow, EH49 7EJ

Interviews will be held Monday 6<sup>th</sup> June. Depending on your preference interviews can be online or in person at the EOS offices in Linlithgow, West Lothian.