



## Job Description

### JOB DETAILS

<b>Job title: Fundraising Officer</b> <b>Permanent part time (21 hours per week)</b>	<b>Salary: £25,000 per annum (pro rata)</b>
<b>Location: Edinburgh</b>	<b>Closing date: Monday 22<sup>nd</sup> August at 9am</b>

### JOB PURPOSE

This is an exciting time to join the Dr Bell's team as we expand to meet new challenges, including in the fundraising landscape. We are seeking a dynamic and motivated individual, with experience in trusts and community fundraising, who is passionate about writing successful applications and working with our community. As a core part of our small team, you will be responsible for building and maintaining our trust and grants income stream to generate increased, sustainable restricted and unrestricted/core income. You should be a self-starter who also works well within a fast paced and dynamic team to deliver great results against our targets.

You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Chief Executive, Childcare Manager, Community Development Manager, Fundraising Officer, Childcare Practitioners and Receptionist. This new Fundraising Officer role will report directly to our Chief Executive. This role does not currently have any direct line reports.

### OUR ORGANISATION

Dr Bell's Family Centre has been supporting families in Leith since 2006. By offering a welcoming, safe place where families with young children can get support, advice, and encouragement, we help remove barriers for families who already face multiple socio-economic challenges.

We work with parents and children together and separately with a holistic approach to improve their overall wellbeing through offerings such as workshops and drop-in sessions focused on health; counselling sessions and groups to help parents learn coping mechanisms to relieve stress and mental health issues; parenting support groups and play groups to provide stimulating and developmentally appropriate environments for children; and nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking. We also provide volunteer and student placement opportunities to help increase employability skills, and work with multiple organisations and partners to deliver an extensive programme of offers and services.

Our vision is for families in Leith to thrive, feeling safe, supported, and healthy. We seek to improve and enhance the quality of the lives of families and children that use the crèche, counselling services, our family support groups, and holiday activities. We strive to be a one-stop-shop where families can get what they need under one roof, and to make sure that the services provided locally are the ones that are needed. We believe in asking local people what they want. Dr Bell's Family Centre is for everyone. However, we believe that the most vulnerable families should get the most support.

### KEY RESPONSIBILITIES

You will work alongside our small team with a focus on small grants and trusts, community fundraising and small corporate partnerships, to build on our existing portfolio and generate increased income.

- **Trusts:** Help the team deliver our trusts and grants fundraising programme (currently c.£250k annually) to achieve our agreed income targets through leading on smaller trust applications.
- **Community:** Create relationships with new community supporters and establish a community fundraising events programme.
- **Corporate:** Take responsibility for managing new small corporate partnerships, local supermarkets, local businesses, etc.
- Build and maintain relationships with funders and prospective funders
- Take responsibility for managing, achieving and feeding back on budgets, accurately monitoring and reporting on income, and providing reports as required
- Maximise networking opportunities to identify additional fundraising opportunities
- Work closely with the team to develop our community fundraising strategy and increase income in this area (currently c.£20k annually)
- Support the team to manage community fundraising volunteers

#### **Other responsibilities**

- Ensure best practice for cultivation and stewardship of donors, in line with the Institute of Fundraising Code of Fundraising Practice, charity law, OSCR guidelines and other legal requirements
- Attend relevant internal and external meetings as appropriate
- Ensure that appropriate information is gathered on funded projects, and provide accurate and timely reports to funders
- Attend training to increase professional knowledge and skills necessary for effective performance of the role
- Maintain an awareness of own and others' Health and Safety and undertake risk assessments for fundraising events
- Undertake all other reasonable activities as directed to meet the needs of the charity

#### **AUTHORITIES AND LIMITATIONS**

- Chief Executive will be responsible for setting and reviewing your work.
- You will have regular support and supervision meetings.
- You will be appointed on an initial three-month probationary period.

#### **KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES**

##### **Essential**

- At least one year's experience in a similar role working in trusts or community fundraising, in a paid capacity
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Ability to work effectively as part of a team

##### **Desirable**

- Qualified to a degree level
- Familiarity with CRM database such as Raiser's Edge or eTapestry
- Driving licence

This post is subject to a Disclosure Scotland check.