



## Recruitment Pack

## Fundraising Officer

DR BELL'S FAMILY CENTRE | 15 JUNCTION PLACE | EDINBURGH | EH6 5JA  
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Dear Candidate,

Many thanks for your interest in working for Dr Bell's Family Centre.

The Centre has gained a local and national reputation for its innovative work supporting families with young children in Leith. The Centre supports over 100 people each month.

To keep things running smoothly requires the combined efforts of a highly talented team – one we hope you'll be joining soon.

You probably have a lot of questions about us, about what we do and about the role for which you're applying. You should find answers to all of them in this pack, together with some useful tips on completing your application form. However, if we've missed something or you have a particular question then please do contact us.

Interested candidates are invited to send a completed application form and equality monitoring form to Danielle Campbell, Chief Executive, [Danielle@dbfc.org.uk](mailto:Danielle@dbfc.org.uk). **Closing Date Monday 22nd August 2022 at 9am. Interviews will be held on week commencing Monday 29th August 2022.**

We look forward to hearing from you.

A handwritten signature in cursive script, reading 'Danielle Campbell', on a light-colored background.

Danielle Campbell  
Chief Executive

## Contents

1. Dr Bell's Family Centre – Our Vision and what we do	3
2. Job Description	5
3. Making the Best Application	8
4. Application Form	9
5. Equality Form	15

## 1. Dr Bell's Family Centre – Our Vision and what we do

### Our Vision

Opened in 2006, Dr Bell's Family Centre is where families with young children (under 5 years) facing multiple disadvantages and complex situations and circumstances can access a wide variety of support groups, social opportunities, drop-in services, and individual support services in a central and accessible place.

We work in partnership with other local organisations and in consultation with families to design and deliver services that make a real difference to those who find it the most difficult to access services or get the support they need. We deliver groups aimed at increasing parents' employability chances, reducing anxiety and stress, better management of parenting challenges, giving social opportunities, improving health and wellbeing, and increasing family cohesion.

A key component to reducing barriers for parents with young children attending social and therapeutic groups and activity is our provision of childcare in the same building. Many parents in Leith do not have the support network available to them where they can find childcare that allows them to take part in activity that will improve their and their child's life outcomes. By providing flexible childcare by motivated, experienced and qualified staff we can reach families who can most benefit.

### Community Crèche

At the heart of our Centre is our extremely popular Community Crèche providing high quality childcare at very affordable rates. It is available for all, but most crèche places are allocated to families where the children are most at risk of not getting a good start in life. Families are referred to us by social or health professionals.

Our crèche staff use play to support each child's specific needs. Most are pre-nursery age and providing expert attention in a well-equipped play environment can compensate for their home-life disadvantage. For over 40% of the children English is not their first language and for many, attending our crèche paves the way to successful transition into nursery or primary school.

We still want the same outcomes, as we did in 2006:

- *Our families are resilient and confident*
- *We Get It Right for Under 5s*

Whilst we strive to maintain the same open access as before, we need to ensure we are reaching the families most in need of our support.

The other family services that we provide include various parenting groups - to inform and help parents to bring up their children in an environment where they can thrive.

- Counselling and therapy for parents with young children who have mental health issues
- free internet access
- Volunteering opportunities at reception, in the office and supporting our programme delivery
- Holiday Programme of activities for families, to help parents to cope through the long summer holidays

### **Partnerships**

The Centre has an expansive range of partnership and networking relationships that include Homestart Leith, Multicultural Family Base, One Parent Family Scotland, Schools and Health Visitors.

### **Organisation and Management**

The governing body is a volunteer Board of Trustees, who oversee the work of the Senior Management Team, offer advice on direction and strategy, ensure that the Centre complies with its legal and reporting obligations, and carry ultimate responsibility for the charity's financial wellbeing.

The Board comprises circa 6 Trustees and includes representatives from key collaborating stakeholders. The majority of the Trustees live or work locally in Leith.

Responsibility for day to day operations is delegated to the Chief Executive.

### **Working Environment**

The culture of the Dr Bell's Family Centre is an important component of our success. An important influence is our location; off Leith Walk on Junction Place and next door to Stanwell Nursery.

The Centre is easily accessible to other parts of the city with a good bus service.

### **People Strategy**

We value our staff and seek to ensure working conditions are excellent and staff feel valued and can contribute to the strategic development of the Centre.

### **The Future**

Funding has recently been awarded to allow us to continue to build our programme of family learning and family support; individual and group-based therapeutic services; food and nutrition resources; early-education and childcare; and volunteer and student placements.



## 2. Job Description

### 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 22ns 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.



### 3. Making the Best Application

Here are a few useful tips. It's worth taking time to read through them and using what you learn to ensure you make a good impression.

- This pack should contain a job description, application form and equalities form.
- Dr Bell's Family Centre shortlists applicants for interview by matching the details given on the completed application form against the job description and person specification. We will be looking for clear evidence to show whether or not your experience, skills and knowledge match those set out in the job pack.
- Make sure you set out your skills in full, or you could miss out on being shortlisted. Please note that CVs are not accepted.
- Presentation is important, so be careful when completing the application form. Depending on the level and type of tasks involved in the job you're applying for, spelling and grammar may be taken into account in the shortlisting process.
- Section 3 of the application form is the most important part of the form as far as 'making your case' for shortlisting goes. Please use this section to make clear what skills, knowledge and abilities you have, giving examples where possible and linking back to the requirements set out in the person specification. If you've not been in this type of work before, you should consider whether you have gained any useful skills or experience in voluntary roles.
- Your completed application form must be received by the closing date given.

# APPLICATION FORM DR BELLS FAMILY CENTRE

**POSITION APPLIED FOR:** \_\_\_\_\_

The following information will be treated in the strictest confidence.

**PERSONAL**

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			

Contact Tel. No:	Mobile Tel No.
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Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?	YES/NO
If YES, please give full details.	
Are you subject to any restrictions or covenants which might restrict your working activities?	YES/NO
If YES, please give full details	
Are you willing to work overtime and weekends if required?	YES/NO
Please give details of any hours which you would not wish to work:	
Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the Disclosure Scotland Codes of Practice)	YES/NO
If YES, please give full details	

If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?	YES/NO
Have you ever worked for this business before?	YES/NO
If YES, please give full details	
Have you applied for employment with this business before?	YES/NO
Do you need a work permit to take up employment in the U.K.?	YES/NO
How much notice are you required to give to your current employer?	

## EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

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Please list languages spoken and the level of competence:


**EMPLOYMENT DETAILS**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

**PRESENT OR LAST EMPLOYER**

Are you currently employed?

YES/NO

Name of present or last	
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Address:	

Telephone No:	
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Nature of business:	
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Job title and a brief description of your duties:	

Reason for Leaving:
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Length of Service:	From:	To:
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**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths, which you think are relevant to this role.

**DECLARATION**

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by Disclosure Scotland. I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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## REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

## SOURCE OF APPLICATION

How did you hear of this vacancy?

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## Equality Form

Dr Bell's Family Centre wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to our Centre Manager.

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**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here .....

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**Are you married or in a civil partnership?** Yes  No  Prefer not to say

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say

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### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **White**

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### **Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

#### **Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

#### **Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say   
Any other Black/African/Caribbean background, please write in:

#### **Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:



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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual

Prefer not to say  If you prefer to use your own term, please specify here .....

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

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**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

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**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours

Annualised hours  Job-share  Flexible shifts  Compressed hours

Homeworking  Prefer not to say  If other, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say