

# **SMART WORKS FUNDRAISING AND PARTNERSHIPS MANAGER**

**Full time**

**Salary: £30k - £33k depending on experience**

**Application Deadline: Tuesday 30 August**

**Location: Edinburgh or Glasgow**

# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

After visiting Smart Works, 72% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past eight years, Smart Works has helped over 20,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

This is a hugely exciting time for Smart Works as we are expanding our services across Scotland. Alongside our centre in Edinburgh, we plan to open a new centre in Glasgow in the Autumn, becoming Smart Works Scotland, subject to pending legal permissions.

## ABOUT THE ROLE

We are looking for an energetic, creative and forward-thinking individual to join our dynamic team and ensure the long-term future of Smart Works in Scotland. The role requires a self-starting and proactive approach, excellent communication and networking skills and experience in generating income.

The Fundraising and Partnerships Manager will have responsibility for all aspects of fundraising including the design and delivery of Smart Works Scotland's annual fundraising strategy and quarterly activity plan with a clear purpose of ensuring our long-term sustainability. Reporting to Smart Works Scotland Chair of the Board, the successful candidate will lead a range of activities, including:

- Managing corporate relationships and associated fundraising, building excellent relationships to forge new partnerships and generate income.
- Using an excellent network to identify appropriate grant opportunities to support our bid writer and ensuring that monitoring and reporting of progress to funders is both timely and sufficient
- Delivering financial activities to target, maintaining an up-to-date database with relevant income tracking and pipeline information to facilitate regular financial reporting to the Board of Trustees
- Managing wider partnership activation plans across the charity, including corporate volunteer opportunities.

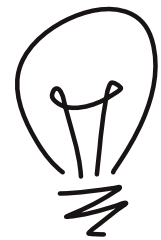
- Supporting the Fundraising Events Manager on the organisation, recruitment of participants and implementation of events.
- Managing and recruiting for third-party fundraising events e.g. marathons, Kiltwalks
- Managing our annual fundraising campaigns such as Cycle for Smart Works, leading on corporate engagement.
- Developing new ways to engage our corporate and supporter audiences
- Representing Smart Works Scotland when working with a diverse range of stakeholders including corporate and retail audiences, grant providers and our fundraising volunteers.

The successful candidate will build strong working relations with our staff team, Chair and Board of Trustees, as well as the team at Smart Works HQ. We are a community that shares a passion to empower women to thrive in work and life, determined to meet our aim of helping as many women as we can back into work.

The role would be based in the Edinburgh or Glasgow centre, and there will be occasional evening and weekend work as the role holder will provide key events support.

Smart Works Scotland is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team to support induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

## SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES



- ✓ A proven track record of working with funding applications and strategies and generating income from a variety of sources
- ✓ A detailed understanding of the fundraising statutory landscape in Scotland
- ✓ Proven ability to manage relationships across varying levels of seniority and sectors
- ✓ Outstanding interpersonal, communication and presentation skills
- ✓ Target-driven, with excellent organisation and time management skills
- ✓ Creative approach to problem-solving with an entrepreneurial attitude towards fundraising
- ✓ Willingness to work as part of a dynamic team
- ✓ Self-starter with a strong track record in being proactive and flexible

# GENERAL DUTIES OF A SMART WORKS TEAM MEMBER

- ✓ Represent the charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- ✓ Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- ✓ Adhere to our policies and procedures and be an ambassador for our charity.
- ✓ Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.

## BENEFITS, TERMS & CONDITIONS

- Full-time role, based in Edinburgh or Glasgow
- Monday-Friday with typical working hours 9 am -5 pm. Happy to discuss flexible working at the interview.
- Reporting to the Chair of the Board of Trustees
- Salary of £30 - £33k depending on experience
- 25 days annual leave
- Positive, supportive working environment with opportunities for practical training and progression
- All successful applicants must provide references and complete a Basic DBS check (Disclosure Scotland).

## HOW TO APPLY

To apply, please submit a CV, cover letter (no longer than two pages) and our Equalities Monitoring Form to [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) by 30 August 2022. Your application should be addressed to Maggie Darling.

SMART  
WORKS  
EDINBURGH

**WE CAN'T WAIT TO  
HEAR FROM YOU**

