

Job Description

Title	Community & Events Fundraising Officer
Line Manager	Fundraising Manager
Line Manages	No line management. Can supervise volunteers
Salary	Band 4: £25,803 – £30,189
Location	Calman Centre, 75 Shelley Road, Glasgow, G12 0ZE. (Hybrid working options to be discussed)
Contract	Permanent
Hours	35 hours per week
Annual Leave	35 days annual leave
Budgetary responsibility and accountability	The role is responsible for their own individual target of c£120k - £180k

About Cancer Support Scotland:

For forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to help people cope with what cancer means to them, in a way that works for them.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and Self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over 7,000 appointments and demand for our services is rising.

Our staff are based from home and within the Calman Centre in Glasgow and our volunteers cover Scotland.

Our Values



Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

The Post:

The purpose of this role is to deliver and grow a variety of fundraising activity across the country to allow us to continue to support people affected by cancer across Scotland. This will be achieved through supporter led activity, virtual fundraising, online fundraising and managing corporate partners in line with the Cancer Support Scotland fundraising strategy. This role will also be responsible for developing and maintaining strong digital & online content across various platforms to raise awareness and drive fundraising income.

You will be required to develop, manage and promote fundraising events whilst working to achieve monthly fundraising income. The post holder will be required to work across all aspects of community events fundraising, working with individual fundraisers as well as organising signature events such as our annual Lunch & Christmas Fayre and stewarding supporters taking part in mass participation events such as The Kitwalk and Great Scottish Run. You will be an intrinsic part of the Cancer Support Scotland Fundraising Team who work closely with the Fundraising Manager to achieve our core objectives and income targets.

Cancer Support Scotland places a strong value on supporting people and taking a non-judgemental approach to our work. We therefore expect our fundraisers to provide a fantastic experience for our supporters & volunteers based on mutual respect.

What we are looking for;

We are seeking an enthusiastic and innovative Community & Events Fundraiser looking to join an ambitious, motivated and highly successful fundraising team.

Our ideal candidate will be a confident communicator, target driven, ambitious, and will have all the essential skills and passion to help us achieve our aim of inspiring everyone in Scotland who cares about the wellbeing of those affected by cancer.

Key Responsibilities

Community Fundraising:

- Develop and grow the community fundraising income stream.
- Working with established community groups e.g.: schools, clubs, supermarkets, churches and other groups to raise the profile of Cancer Support Scotland, increase income and further support.
- Support individuals and organisations involved with community fundraising who organise their own events (e.g. quizzes, runs, cycles, challenge events etc). This may include advising supporters on ways to get involved, supplying information and materials and giving encouragement & advice on fundraising regulations.

- Maximise retention across outlets in the community for collection tins and maintaining an accurate system for timely collection and swap, adhering to cash handling procedures.
- Create and maintain strong relationships with our supporters to maximise income and other support e.g. gifts in kind, volunteer time etc.
- Ensure that all supporters are thanked appropriately and promptly.
- Develop and enact a prioritised 'prospect pipeline' of community supporters.
- Maintain strong relationships with a variety of community supporters.
- Ensure that we keep all of our supporters engaged with Cancer Support Scotland through excellent stewardship.
- To work with the full team at the Charity to develop and plan new fundraising initiatives.
- To promote all fundraising initiatives, giving community supporters a range of ways to be involved.
- To ensure that any fundraising materials are delivered to community supporters as required and returned safely.
- Keep track of income via Just Giving and other platforms and work with the administrator in order to allocate income and manage income correctly.
- Ensure that the community fundraising pages of the website are up to date and relevant to promote opportunities.
- Raise the profile of community fundraising opportunities via social media.
- Continuously aim to improve efficiency of admin processes necessary for the smooth running of community fundraising.
- Ensure accurate records of all interaction with the community and key stakeholders at events are kept up to date on our CRM system, DonorFY.
- Attend events, cheque presentations etc, when required in the evenings and weekends.

Events:

- Plan, support and deliver events and activities organised directly by the organisation (including overseeing volunteers) and encourage participation in events organised externally.
- Develop new and imaginative virtual and in person fundraising events
- Implement and control a series of events annually in conjunction with the Fundraising Manager.
- Increase income from events within agreed expenditure to achieve targets set by the Fundraising Manager.
- Help to secure sponsorship of events from businesses.
- Create and produce promotional material for events.
- Undertake promotional activities at suitable venues and events.
- Organise and manage volunteers to assist at events.
- Ensure acknowledgement processes are followed to show appropriate recognition for event participation.
- To provide supporters feedback on the use of donations to keep supporters engaged.
- Achieve agreed fundraising targets through new and existing community supporters.
- To ensure that full and detailed records are kept of all contacts and income.
- To arrange cheque presentations, supporter visits, opportunities to present to groups etc.
- Undertake other Fundraising related duties as required by the Fundraising Manager.

General Responsibilities

- To ensure day to day operations such as income monitoring, evaluating and reporting are carried out to a high standard.
- To ensure all records within database are kept up to date and consistent
- To liaise with relevant staff and outside agencies as required
- To attend internal and external meetings as required
- To operate within the policies and procedures set out by the organisation
- Any other duties that are required and relevant to this role
- To provide support to volunteers and assist with training, as required

Personal Specification

	Essential (E) / Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Full Clean driver's licence (E) • Evidence of continued personal development (E) 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience of working in a fundraising environment (E) • Experience of organising and managing large scale fundraising events from start to finish (E) • Experience of managing an event income and expenditure budget and understanding of ROI (E) • Experience of building community relationships (E) • Experience of working with external partners for events or projects (D) • Experience of using online content management systems and fundraising related Customer Relationship Management Systems – (E) • Experience of meeting and measuring key performance indicators to meet and exceed income targets. (D) • Experience of working with volunteers (D) • Experience of working effectively in a team and leading on own initiative (E) 	<ul style="list-style-type: none"> • Application • Interview
Skills	<ul style="list-style-type: none"> • Excellent organisations skills, including ability to manage multiple tasks and projects (E) • Excellent written, oral and social media communication skills (E) • Ability to work on own initiative and to meet deadlines (E) • Ability to problem solve and find creative solutions (E) • Attention to detail and to seek the highest standards (E) • Confidence using social media platforms for fundraising (D) • Highly proficient in MS Office systems such as Outlook, Word, Excel and Powerpoint (E) • Ability to use content creation tools such as Canva, Video editing systems and Hootsuite. (E) 	<ul style="list-style-type: none"> • Application • Interview

Benefits include

- Access to learning and development opportunities
- Supportive sick leave policy
- Mental Health Benefits: access to counselling for all staff
- 35 Days Annual Leave increasing 1 day after year of service (to 40 days)
- Flexible working options
- Modern workplace environment
- Competitive salaries with incremental progression
- Access to pension scheme

Requirements of this role are;

- PVG Check (Paid for by Cancer Support Scotland)
- Two Professional references
- 6 Month probationary period
- Participation in all staff training & meetings
- Requirement to wear relevant PPE and adhere to social distancing guidelines as appropriate and in line with guidance from the Scottish Government.
- Adhere to all of Cancer Support Scotland's guidance, policies and procedures.

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations our out of hours by Cancer Support Scotland.

How to apply

You can apply with a tailored covering letter and two-page tailored C.V to: recruitment@cancersupportscotland.org by 12noon on Friday 4th November 2022 with interviews being held at the Calman Centre on Wednesday 9th November 2022.