**SISTEMA SCOTLAND**

**POST:** Fundraising Manager

**REPORTS TO:** Head of Fundraising & Governance

**BASED:** Hybrid working between office and home working (office base is Raploch, Stirling). Occasional travel to all our Big Noise programmes across Scotland will be required.

**DAYS OF WORK:** Full Time – 5 days / 35 hours per week (some flexibility in working pattern may be considered).

**SUPPORT &**

**SUPERVISION:** Sistema Scotland believes that all staff should have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 3 to 4 weeks during their probationary period and every 8 weeks at all other times. The only exception to this is very part time staff (e.g. Support Workers and staff who only work 1 or 2 days a week), who will have Support and Supervision sessions once a term.

**SALARY SCALE** £38,218 - £41,800 per annum. New staff are appointed on the first point of the scale.

**LEAVE:** We offer the equivalent of 8 weeks paid holiday per year (pro rata for part time staff); 4 of these weeks are set when we operate shut down periods over Christmas and New Year, and the first 2 weeks of August. The other 4 weeks of the year staff can take in agreement with their line manager.

**PENSION:** After a 3 month probationary period, staff are auto enrolled into a contributory pension scheme where Sistema Scotland match employee’s contributions at 5%. Staff can choose to opt out of the scheme.

**RIGHT TO WORK:** We welcome applications from diverse educational and cultural backgrounds.  We also welcome applications from all nationalities.

We will ask you to bring proof of your eligibility to work in the UK with you to interview; for more information, please see https://www.gov.uk/prove-right-to-work. If you do not have the right to work in the UK currently, we may be able to offer sponsorship for a Skilled Worker Visa, provided you meet the criteria as detailed here: https://www.gov.uk/skilled-worker-visa  

**HOW TO APPLY:** See full details on page 7 of this document

**SISTEMA SCOTLAND INFORMATION**

Sistema Scotland delivers its work through the creation of Big Noise programmes within communities, and currently runs six programmes in Raploch and Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh. We currently work with over 3,500 children and young people weekly, and this continues to grow.

Our Big Noise programmes work with children and young people from babies to school-leavers, using **music and nurturing relationships** to support children and young people to realise their potential as well as improving lives and strengthening the communities we work alongside. Working with the children, their families and local partners, the programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

At the heart of Sistema Scotland’s current strategy (2021/2022) is a commitment that our Big Noise programmes will support children, young people, families and communities in Scotland to sustain and improve their wellbeing, resilience and learning, and to strengthen networks throughout the Covid-19 pandemic and beyond by:

* targeting our long-term, immersive support in communities of greatest need and
* broadening impact by sharing resources and creating learning partnerships

Sistema Scotland’s expenditure budget in 2022/23 is c.£5.5m, projected to increase in future years as the programmes grow. Income to meet this expenditure is raised from Scottish Government, partner local authorities, trusts and foundations, lotteries, individuals and corporate partners.

For more information, please see our website:

[www.sistemascotland.org.uk](http://www.sistemascotland.org.uk)

[www.makeabignoise.org.uk](http://www.makeabignoise.org.uk)

**THE TEAM**

We currently employ approximately 170 staff across our six centres and Sistema Scotland’s central team. We also have a team of volunteers and cover musicians (freelance) in each centre. The successful applicant will report to the Head of Fundraising & Governance (who in turn reports to the Chief Executive Officer) and will join the central team consisting of the Chief Executive Officer; Director of Music; Director for Children, Young People & Communities; and function areas of Administration; Finance; Fundraising; Human Resources; Communications & Marketing; and Evaluation.

The Fundraising Team consists of the Head of Fundraising & Governance, an Executive Fundraiser, this post (newly created), two Fundraising Officers, and a Finance and Fundraising Administrator.

The Chief Executive Officer reports to a voluntary Board of Directors.

**1. PRINCIPAL AIMS**

* 1. Together with the Head of Fundraising & Governance, to ensure that the fundraising team is well supported, that its priorities are clear and that annual fundraising targets are achieved.
  2. To ensure that across the team excellent relationships are maintained with funders and partners, meeting all application and reporting deadlines and ensuring that funders and supporters are kept fully engaged and informed of developments within the organisation.
  3. To work collaboratively and supportively across the fundraising team and with colleagues across Sistema Scotland to support the organisation to achieve its objectives.

**2. PRINCIPAL DUTIES**

*The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.*

* 1. Being the lead application writer for the charity, crafting the case for support and ensuring compelling and innovative messages are conveyed consistently by the fundraising team
  2. Personally managing a portfolio of relationships with higher value trusts and foundations, lotteries, corporates, major and regular donors throughout the full fundraising process
  3. Leading on preparing the most complex applications to public and private funders, developing innovative and compelling narratives to present Sistema Scotland’s work in line with funder priorities
  4. Leading on preparing the most complex reports respecting funder content requirements and deadlines and designing and overseeing monitoring frameworks (liaising with Big Noise centres to gather the necessary data and evidence of impact)
  5. Line managing the Fundraising Officer(s) and Finance & Fundraising Administrator, ensuring they are clear on priorities and well supported to deliver on responsibilities
  6. Providing quality control and overseeing the consistency of applications and reports developed by the Fundraising Officer(s) and Administrator
  7. Developing, prioritising and overseeing delivery of the pipeline of funding opportunities and applications
  8. Managing the fundraising team task list to ensure reports to funders are provided according to agreed timescales, and overseeing compliance with other funding terms and conditions
  9. Liaising with colleagues in the finance team to ensure funding applications are prioritised appropriately to meet funding needs/gaps, and to gather information and prepare budgets for applications and reports
  10. Working closely with the Finance & Fundraising Administrator to ensure that Sistema Scotland’s fundraising CRM (Access thankQ) is fully updated and utilised
  11. Oversee the process to ensuring accurate and timely recording of all income receipts on the fundraising CRM (Access thankQ) and accounting application
  12. Managing a portfolio of projects for the fundraising team as agreed at regular team meetings and representing the team on cross-functional working groups for organisational projects
  13. Hosting significant funder visits and events to showcase the impact of Sistema Scotland’s work
  14. Providing updates for all colleagues so that all staff and volunteers are aware of the important role they play in supporting the fundraising function
  15. Adhering to the highest standards of fundraising best practice (implementing appropriate improvements to processes and practices) and ensuring that all activities comply fully with relevant legislation (including data protection)
  16. Contributing fully as a supportive and collaborative member of the fundraising team and broader Sistema Scotland team, recognising the flexibility necessary to meet the varying demands of a small team

**3. All Posts Will Meet The Following Requirements**

3.1 To contribute to the development of a professional working and learning environment in the organisation.

3.2 To contribute to the organisational understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation’s activities.

3.3 To ensure adherence to the organisation’s policies and procedures with particular reference to equality, diversity and health & safety.

3.4 To work in a flexible manner in line with the organisation’s social and corporate objectives and to be willing to undertake other duties as reasonably requested.

**Fundraising Manager – Sistema Scotland**

**PERSON SPECIFICATION**

## Knowledge AND QUALIFICATIONS

ESSENTIAL

* Knowledge of the principles of fundraising best practice
* Knowledge of data protection principles

DESIRABLE

* Membership of the Institute of Fundraising

## Experience

ESSENTIAL

* Proven track record of raising significant (minimum five figure sums) income from a range of sources
* Experience of managing relationships with significant funders and stakeholders
* Experience of composing complex and compelling applications to trusts and foundations or similar
* Experience of identifying and researching funding opportunities
* Experience of using Access thankQ or a similar CRM
* Experience of line management or providing support/direction of colleagues

DESIRABLE

* Experience of using social media to support funding relationships and generate funding

## SKILLS & ABILITIES

ESSENTIAL

* Excellent written and verbal communication skills, including presentation skills
* Impeccable attention to detail
* Excellent research and analytical skills
* Ability to prioritise a busy workload while ensuring targets and deadlines are met
* Ability to work collaboratively and supportively with colleagues
* Ability to use initiative and work independently, managing a portfolio of work effectively
* Ability to assimilate and convey complex information and communicate this clearly and concisely in compelling and persuasive applications and reports
* Excellent IT skills, including Word, Excel and database management
* Strong inter-personal skills with the ability to mix appropriately with a wide range of people
* Aptitude for project management and delegation

DESIRABLE

* A passion for music

**PERSONAL QUALITIES**

* Socially motivated.
* Demonstrate a commitment to the programme and its sustainability within each community
* Belief in opportunities for all, and high expectations for all
* Passion and commitment to inclusive practice
* Strength of character and a sense of humour
* A belief in and determination for others to succeed

**OTHER QUALITIES**

Ability to work flexibly, in the evenings and at weekends as appropriate. Travel to all our programmes will be required.

**HOW TO APPLY:**

To apply for this role you must complete our online application form at <http://makeabignoise.org.uk/jobs/> where you will also find the full job and person specification (no CVs please). As well as detailing your qualifications and work experience, you will have the opportunity to explain why you are interested in working for Sistema Scotland and how you meet our requirements as detailed in the job/person specification.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer (please state if you would prefer us not to contact your current employer until you are provisionally offered the role).

**Closing date for applications is Monday 5th December 2022 at 10.00 am**

The selection process will be held **on Tuesday 13th December** **2022**

If you are invited to interview, we will ask that you bring evidence showing your right to work in the UK with you (photocopies are not accepted).

For any additional information, or to arrange an informal discussion, please e-mail [*hr@sistemascotland.org.uk*](mailto:hr@sistemascotland.org.uk) or telephone 07436 224565.

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Sistema Scotland.