

COMMUNITY AND FUNDRAISING OFFICER JOB DESCRIPTION



THE MIRACLE
FUNDATION
SCIO

1	Job Title	Community and Fundraising Officer
2	Main Office	The Miracle Foundation Head Office Premises (28 Muir Street, Motherwell, ML1 1BN)
3	Purpose of Job	<p>The Miracle Foundation SCIO is a bereavement and trauma support organisation for Children and Young People living within Lanarkshire. The organisation offers free Counselling, Art Therapy and Mental Health services for all Children, Young People, and families.</p> <p>The role of the Officer is to deliver grants, funding, fundraising, and volunteering recruitment support to the organisation's existing back-office team to aid in the financial capacity and sustainability of the organisation's services.</p>
4	Level of Responsibility	<p>Intermediate.</p> <p>The Officer will undertake tasks under the supervision and guidance of management. Area for more responsibility to be given with progression and growth in the role.</p>
5	Responsible to	The Officer is responsible to the Miracle Foundation SCIO Board of Trustees and CEO through the Operations Manager, with day-to-day support in respect of the service provided by the Operations Manager in the Miracle Foundation Head Office.
6	Key Responsibilities	
6.1	Professional	<p>The Officer will:</p> <ul style="list-style-type: none"> • Undertake any training required which is relevant to the post. • Maintain up to date knowledge of best practice in administrative, funding, fundraising and voluntary sector activity. • Maintain information in respect of applying funding, grants support provided and provide reports as and when requested.
6.2	Strategic	<p>The Officer will:</p> <ul style="list-style-type: none"> • Work actively to achieve the targets in The Miracle Foundation SCIO Business Plan • Engage in the monitoring and evaluation procedures laid down by the Miracle Foundation SCIO • Comply with the policies and procedures set by the Miracle Foundation SCIO.



6.3	Organisational	<p>The Officer delivers grant, fundraising and voluntary recruitment support to the organisation team, which will involve:</p> <ul style="list-style-type: none"> • Assisting and applying for small to medium sized grant and funding applications • Researching grant, funding, and fundraising opportunities • Assisting in organisation team development of services, work processes and projects • Act as point of contact for supporters and volunteers • Dissemination of information as appropriate.
6.4	Other	<p>The Officer will also be required to:</p> <ul style="list-style-type: none"> • Attend occasional grant and funder meetings in respect of applications. • Organise and assist fundraising activities and fundraisers supporting the organisation • Support back office in basic administrative duties as and when necessary
7	Terms and Conditions	
7.1	Employment Conditions	<p>The post is on a fixed term of 12 months with the intention of extending the contract pending funding received and employee performance.</p> <p>The post is full-time (35 hours per week), primarily worked over Monday to Friday. The Officer may be required to attend weekend and evening meetings, activities, and events as appropriate for fundraising and volunteering activities.</p> <p>Overtime is not paid; we operate a time off in lieu system.</p> <p>29 days paid annual leave (includes 9 days bank holidays). At least 3 days must be taken over the Christmas/New Year period when the office is closed if flexible working arrangements cannot be made.</p> <p>PVG Scheme membership (disclosure) essential and will be organised and paid by the organisation.</p> <p>A Driving Licence and access to a car is desired.</p>
7.2	Salary scale and grade	£23,000 per annum
7.3	Benefits	<p>Contributory Staff Pension</p> <p>Flexible Working</p> <p>Employee Assistance Programme</p> <p>45p mileage allowance</p> <p>Birthdays Leave (+1 additional annual leave)</p>



		Long Service Leave Staff wellness activities throughout the year
7.4	Variations	The Miracle Foundation SCIO receives funding support from various grant-giving organisations, the local council and via fundraising. Any increase or decrease in the level of funding available could have impact on this post.

Essential	Desirable
<p>Relevant educational qualifications and/or significant experience in fundraising and/or funding applications.</p> <p>Ability to engage with volunteers and staff in the Third Sector and Public Sector.</p> <p>Ability to produce written reports.</p> <p>IT literate with good knowledge and experience of Microsoft Office applications and online databases.</p> <p>Knowledge and experience of planning, target setting, monitoring and evaluation.</p> <p>Ability to demonstrate initiative and a proactive attitude.</p> <p>Good time management.</p>	<p>An understanding of the Third Sector and the environment in which it operates (including charity regulations and good governance).</p> <p>Knowledge of funding applications, tenders and generating income</p> <p>Knowledge of constitutions and legal structures.</p> <p>Ability to take minutes or notes of meetings.</p> <p>Knowledge of updating websites and use of social media</p> <p>Able to work independently and pro-actively with a minimum level of supervision.</p> <p>A driving licence and access to a car.</p>

