



FUNDING, COMMUNICATION, AND IMPACT COORDINATOR JOB DESCRIPTION

Job Title:	Funding, Communication, and Impact Coordinator
Salary:	£24,436.00
Hours of work:	35 hours per week - hybrid working (This may include unsociable hours including working evenings and weekends)
Contract Type:	Permanent
Office base:	The Gateway, North Methven Street, Perth, PH1 5PP
Service:	Funding, Communications, and Impact
Responsible to:	Funding, Communications, and Impact Manager
Responsible for:	No direct reports

Background

PKAVS is a charitable organisation that serves the community of Perth & Kinross by offering five community-led services supported by a team of 70 colleagues and up to 100 volunteers. We operate across four locations in Perth & Kinross under our service banners which include Carers PKAVS, the Third Sector Interface, Mental Health, and Wellbeing PKAVS, and Shopmobility PKAVS.

We offer these varied social care and welfare services as well as support and advocacy to Perth & Kinross' dynamic third sector.

At PKAVS our vision is a Perth and Kinross where people flourish, and communities thrive.

Carers PKAVS is our largest service. We provide support and respite care to unpaid carers aged 5+ across Perth & Kinross at our Carers Centre in Lewis Place Perth.

The Third Sector Interface is administered by PKAVS on behalf of the Scottish Government and provides four crucial support streams to the third sector in Perth & Kinross from the Gateway in Perth

- Voice – supporting the voice of the third sector.
- Connection – Connecting communities through the third sector.
- Building Capacity – supporting the development and growth of the third sector.
- Volunteering – developing and growing the volunteer programme to support the ongoing operation of third sector organisations.

Mental Health and Wellbeing PKAVS - provides therapeutic support and engagement activities that serve to improve the mental health and well-being of the people of Perth & Kinross from their two locations at the Walled Garden & Cafe in Perth and at our Wise craft Workshop in Blairgowrie.

Shopmobility PKAVS promotes independence in the community by providing mobility support equipment from its purpose built Shopmobility hub in Perth's Canal St car park.

The job

At PKAVS, proof of our impact and collaborative relationships coupled with financial stability are crucial to our continuing ability to provide our services to as many people in Perth & Kinross as we can. As part of our strategic planning, we have secured an opportunity for a Funding, Communications, and Impact Coordinator to join our team to help us deliver in this critical area of the organisation.



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Your role as Funding, Communications and Impact Coordinator will be to implement and drive a variety of income generation, profile-raising campaigns, and engagement activities. This role will focus on delivering fundraising initiatives, communication strategies and donor engagement to further organisation's vision.

Duties and responsibilities

Fundraising Programme

Assist the Funding, Communications, and Impact Manager in building a programme of long-term sustainable income.

1. Research and identify potential funding opportunities from various sources such as trusts, foundations, businesses, and individual donors.
2. Help maintain and build relationships with existing and potential donors, funders, and partners.
3. Support the Funding, Communications, and Impact Manager in developing and providing the necessary reporting information for grant and funding applications ensuring they are well written and persuasive.

Communications

1. Support and assist with the development and implementation of our communications and marketing strategy.
2. Spot fundraising opportunities and help to organise fundraising and awareness raising campaigns events and donations initiatives.
3. Coordinate and create content for PKAV's digital communication channels, including our website, social media, and email newsletters.
4. Use our impact and engagement insights to create and share meaningful stories with all stakeholders that enable us to engage more people who can benefit from our services and at the same time develop the confidence and financial support of donors, trusts, and funders.
5. Establish and maintain funding and fundraising records through our CRM database.
6. Communicate and collaborate with PKAVS volunteer coordinator to source volunteer support for our fundraising strategy and processes.

Impact

Identify and liaise with appropriate support services, community resources and activities that meet individual outcomes.

1. Help to develop and maintain quantitative and qualitative measurement and reporting processes that provide insight into our fundraising progress, our beneficiaries, funder and partner engagement and our services' impact across local communities in Perth & Kinross.
2. Assist with the development, preparation, and distribution of PKAV's Annual Trustee's Report and Annual Impact Report.
3. Use the insights from our reporting to update the SMT and broader team, putting forward recommendations that will influence continuous improvement in the areas of funding and fundraising.



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PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIREABLE
At least 2 years of experience in fundraising, communications, or a related field.	✓	
Membership of the Institute of Fundraising or equivalent.		✓
Experienced in maintaining digital communication channels including social media and email marketing.	✓	
Experienced in the use of all Microsoft applications and comfortable with CRM databases.	✓	
UK driving licence with access to a vehicle or transport during working hours.	✓	
SKILLS AND ABILITIES		
An excellent ambassador of our mission, our vision, and our brand.	✓	
A strong, positive, confident, and kind person with excellent written and verbal communication and interpersonal skills and the ability to make things happen.	✓	
Great at writing copy in our tone of voice and making both creative and strategic decisions that preserve our brand.	✓	
Skilled in planning ahead and working proactively while being adaptable and comfortable in working reactively when required.	✓	
Responsible for owning your role in the organisation, working both collaboratively and independently to drive forward and deliver on all projects.	✓	
Adept at interpreting social media data and analytics and to act on findings and create continuous improvement.	✓	
Able to demonstrate a proven track record of success in the strategic management of social media accounts.	✓	
Competent in SMM software such as Canva, HubSpot, Adobe Suite or other relevant software.	✓	
Excellent at building and managing positive working relationships and networks with funders, partners, donors, and volunteers	✓	
Experience and a strong track record of research and identifying funding opportunities. The ability to move quickly from research findings to solutions implementation.	✓	