

JOB DESCRIPTION

Fundraising Manager (Grants)

Closing Date:	Wednesday 31 st May 2023 (3pm)
Interview date:	Tuesday 13 th June 2023 (digitally)
Contract Details:	Salary: £31,322- £33,809 per annum Contract: Full-time 37 hours per week Duration: Permanent Location: Hybrid working (a combination of working from home and a local office base in either Glasgow or Edinburgh)

May 2023

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: **Through our innovative youth work** which empowers young people to feel a sense of belonging, and achieve their own goals; **Through our equality accreditation programme**, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; **Through our youth participation and policy work** we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 51 staff, 12 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People* survey telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTI people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

Inclusion – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.

Innovation – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.

Empathy – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.

Respect – We value young people, our partners, ourselves as individuals and each other. We value and recognise the contributions, qualities and achievements we all make.

Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

This Role:

We are looking for a talented fundraiser who is passionate about making a difference to the lives of LGBTQ+ young people.

As the Fundraising Manager (Grants), you will help make our strategic aims a reality by raising money for both our core day-to-day activities and our project work by building and managing a varied pipeline of trusts and foundations to secure small, medium and large gifts through prospect research, funder stewardship and high-quality funding applications and proposals.

Your employment will be confirmed after successful interview and any necessary checks including a basic disclosure, references, and your right to work in the UK. If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity. We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact ali.kerr@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Ali Kerr
Head of Partnerships

Role Information

Terms & Conditions

- **Job Title:** Fundraising Manager (Grants)
- **Contract:** Permanent, full-time
- **Pay:** £31,322 - £33,809 per annum
- **Location:** Hybrid working (a combination of working from home and an office in either Edinburgh or Glasgow)
- **Hours:** 37 hours per week
- **Leave:** 37 days per annum, inclusive of 10 days over Christmas and New Year
- **Probation:** 6-month probation period
- **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.

An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff).

Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

How to apply:

Visit <http://www.lgbtyouth.org.uk/jobs/vacancies> and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a more diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print. Shortlisted candidates will be invited for an interview held digitally.

For more information or guidance on this position contact: ali.kerr@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Fundraising Manager (Grants) Reporting to: Head of Partnerships	Team: Relationships & Partnerships Location: Hybrid working, Home and Glasgow or Edinburgh with travel
Salary: £31,322- £33,809 FTE per annum Contract: Permanent	Agreed by: Ali Kerr, Head of Partnerships Date: April 2023
Core Purpose of the Role: <ul style="list-style-type: none"> • Supporting the Head of Partnerships, this role is responsible for securing income (current income target £2m) through prospect research, funding applications and funder stewardship. Currently 80% of our work is grant funded. • This role will hold responsibility for managing a complex income pipeline across all projects and coordinating fundraising applications from across the organisation. 	
Principal Responsibilities: <ul style="list-style-type: none"> • Pro-actively identify new funding opportunities to maintain a robust income pipeline with the aim of growing our network of funders and filling any potential funding gaps as far ahead as possible. • Develop and submit high-quality funding applications/proposals. • Work with managers across the organisation to coordinate the content necessary to make a compelling case for support to funders. • Work with managers across the organisation to ensure that funders receive timely reports along with the appropriate level of acknowledgement, recognition and feedback in line with their specific requirements. • Manage funding information on our CRM (Donorfy), ensuring it is accurate and up to date. • Contribute to contract tendering and other funding approaches as required. • Ensure robust financial management, working with the finance team to keep funding processes up to date. • Effectively manage any volunteers; supporting them to plan, perform and develop their skills and knowledge. • Work within LGBT Youth Scotland’s framework of policies and procedures, particularly in relation to GDPR and financial management. • Contribute to key organisational priorities outlined in LGBT Youth Scotland’s Strategy and other tasks as required. 	

CANDIDATE SPECIFICATION

	Essential	Desirable
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ At least 3 years experience of fundraising in the Third Sector. ▪ Experience of successfully securing income (ideally at five and six figure levels) through grant applications/proposals, including multi-year awards. ▪ Experience of writing high-quality copy which makes a compelling case for support. ▪ Experience of managing a complex pipeline of funding. ▪ Experience of, and confidence in, communicating with funders and meeting their reporting requirements. ▪ Experience of working with a funding CRM ▪ Experience of working towards, and meeting, income targets. ▪ Experience and understanding of budgets. ▪ Sound knowledge of the current funding landscape in Scotland 	<ul style="list-style-type: none"> ▪ Qualifications in a relevant discipline ▪ Membership of Institute of Fundraising ▪ Experience of writing tender bids ▪ Experience of project leadership and financial management ▪ Knowledge and understanding of LGBTQ+ young people's rights ▪ A commitment to LGBTQ+ equality ▪ Experience of Donorfy

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ▪ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects ▪ Excellent project management skills, including the ability to work with a number of outcomes and stakeholders ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of supporters and other stakeholders ▪ Effectively working with the wider organisational team

Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and communication skills ▪ Ability to articulately and confidently communicate with others to convey key messages ▪ Ability to build effective relationships with colleagues, external stakeholders and supporters ▪ Positive attitude with the ability to work on your own initiative to achieve results ▪ Excellent organisational skills
Person centred	<ul style="list-style-type: none"> ▪ Awareness of the issues which can affect LGBTI young peoples' lives ▪ Ability to work with supporters to match their needs to the needs of the organisation ▪ Commitment to meaningful youth participation and engagement
Working practices	<ul style="list-style-type: none"> ▪ Able and willing to travel across Scotland to deliver work ▪ Ability to work flexible hours (including evenings), with a time off in lieu (TOIL) system ▪ Commitment to individual rights, equality, and anti-discriminatory practice