



Job Description & Person Specification

JOB TITLE	Income Generation Officer
RESPONSIBLE TO	National Programme Director
SALARY	£32,000 - £34,000 full time / pro rata
HOURS	Up to 35 hours per week (We are willing to negotiate part time hours for the right candidate) Please note that some evening / weekend work will be required
HOLIDAY ENTITLEMENT	35 days per year including public holidays
WORK LOCATION	Edinburgh office - remote or hybrid working is an option

About YMCA Scotland

We are the national voice for 28 local YMCAs working with over 10,000 children and young people each week. 80% of our YMCAs work in communities with the highest levels of social, economic, health and education needs. Working in the heart of communities, YMCA supports children, young people, and their families to achieve their fullest potential.

We are part of the global YMCA movement serving more than 65 million people in 120 countries regardless of age, race, gender, sexual orientation, or socio-economic background.

Our Global YMCA vision is a world where every person lives in harmony with self, with society and with creation.

Our YMCA Scotland mission is to empower young people and communities to build a just, sustainable, equitable and inclusive Scotland, where every person can thrive in body, mind, and spirit.

YMCA is an inclusive Christian youth organisation, open to people of all faiths and none and we work to transform the lives of children and young people, empowering them to create positive change in their lives and communities. We work with all children and young people in a non-judgemental and supportive manner.

Today, we provide opportunities for individuals to encounter the Christian faith through experiencing Christian values as embodied in our work.

Job Description

The Income Generation Officer will play a key role in generating income for YMCA Scotland by implementing and managing a fundraising strategy. This will include building relationships with donors, exploring new opportunities for sustainable income generating programmes, and developing partnerships with business, other organisations, and churches. The successful candidate will work closely with the senior staff members to achieve income generation targets.

Key Responsibilities:

1. Develop and implement a new income generation strategy that aligns with YMCA Scotland's goals and priorities.
2. Identify and develop new opportunities for YMCA income generation.
3. Develop relationships with donors, sponsors, and church partners.
4. Manage the organisation's donor database and ensure accurate and up-to-date records of all fundraising activities.
5. Write compelling funding proposals, grant applications, and fundraising appeals to secure funding from a variety of sources, including trusts and foundations, corporate sponsors, and individual donors.
6. Work closely with other staff members to develop and implement effective marketing and communications strategies to promote YMCA Scotland's fundraising activities.
7. Provide regular reports on income generation activities, including progress against targets, and make recommendations for improvements.
8. Manage budgets and ensure that all income generation activities are delivered within budget and to a high standard.
9. Represent YMCA Scotland at external events, including church services and meetings, to promote the organisation's work and build relationships with potential donors and partners.
10. Ensure that all fundraising activities comply with legal and ethical standards, including data protection and fundraising regulations.

Person Specification

We are seeking an individual with the following skills, experience, and qualities:

1. Degree-level education or equivalent experience in fundraising, marketing, or a related field.
2. At least three years of experience in income generation, fundraising, or business development, preferably in the charity sector.
3. A commitment to communicating the Christian values and mission of YMCA Scotland.
4. Proven experience in developing and implementing successful income generation strategies and fundraising campaigns.
5. Strong interpersonal skills and the ability to build relationships with donors, sponsors, and supporters.
6. Excellent written and verbal communication skills, with the ability to create compelling funding applications and marketing materials.
7. Strong analytical skills and the ability to interpret and use data to inform decision-making.
8. Experience in managing budgets and financial planning.
9. Pro Knowledge of the Scottish fundraising landscape and relevant legislation.
10. Ability to work independently and as part of a team, with a flexible and adaptable approach to work.

Applications:

Applications should be made using the YMCA Scotland application form. Please note that CVs will not be accepted. The deadline for receiving applications is **Monday 24th July at 5pm.**



APPLICATION FORM IN CONFIDENCE

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. CV's will not be considered.

1 JOB DETAILS

Post applied for: **Income Generation Officer**
Location: Edinburgh office - remote or hybrid working is an option

2 PERSONAL DETAILS

Surname	First name <i>(initial only)</i>
Address	Telephone
Postcode	Work May we contact you there? YES/NO
	Email

Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?

Yes No

If no, do you already have temporary permission to work in the UK?

Yes No

If yes, please specify your visa type and visa end date:

If appointed, when could you take up the position?

If you are currently employed, what notice period are you required to give?

Have you had any previous contact, or do you have any current contact with the YMCA?
YES/NO

If Yes, please give details

Do you hold a current UK driving licence? **YES/NO**
(a full driving licence is not required for this position)

Please state whether you are interested in full or part time hours.

3 EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and relevant qualifications, and dates passed

Qualifications gained	Date	Place of study
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Please describe other relevant learning opportunities, e.g., training courses

Learning Opportunity	Date	Place of study
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4 EMPLOYMENT INFORMATION

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards

Dates of Employment	Employer Name & Address	Position and Main Responsibilities
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6 SUPPORTING INFORMATION

Please detail how you meet the person specification for this position, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this position

(continue on additional sheet if necessary)

7 REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer who can comment on your suitability for this position. If you were known by a different name, please also state this. No reference will be sought without your consent

Referee 1	Referee 2
Name	Name
Position	Position
Address	Address
Telephone No	Telephone No
Email	Email
In what capacity does this person know you?	In what capacity does this person know you?

8 DECLARATION

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

SIGNED

(Please use first
name initial only)

DATE

Please note the closing date is 5pm Monday 24 July 2023

Please return completed application forms to kerry@ymca.scot



EQUALITY AND DIVERSITY MONITORING FORM

YMCA Scotland is an equal opportunity employer both in the provision of services and as an employer of staff and volunteers. We recognise the benefits of a diverse community and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

To help us monitor our equal opportunity and diversity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure; it is used only for monitoring purposes. This sheet will be separated from your application form before short-listing.

Post applied for

Please tick the appropriate box

Gender

Man		Female		Non-binary	
Intersex		Prefer not to say		If you prefer to use your own term please specify here	

Age Range

up to 25 26-35 36-45 46-55 56 and over

Would you describe yourself as having a disability or health condition?

Yes		No		Prefer not to say	
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Under the Equality Act 2010 a disability is described as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please state here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your ethnic group?

Please choose ONE section from A to F, and then circle the appropriate box to indicate your background

- A White**
British
English
Scottish
Welsh
Northern Irish
Other, please write _____

- B Mixed/Multiple Ethnic Groups**
White & Black Caribbean
White & Black African
White & Asian
Any other mixed background, please write _____

- C Asian/Asian British**
Indian
Pakistani
Bangladeshi
Chinese
Any other Asian background, please write _____

- D African/Caribbean/Black/Black British**
Caribbean
African
Any other African/Caribbean/black background, please write _____

- E Other Ethnic Group**

Arab
Any other background, please write _____

- F Prefer not to say _____**

I understand that this information may be stored and processed as part of the YMCA's monitoring of equal opportunities and diversity as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature.....

Date.....