



JOB DESCRIPTION

DEVELOPMENT OFFICER: FUNDRAISING & COMMUNICATIONS

Number of Hours:	Part-time to provide Maternity Cover. 14 hours per week. Flexible Work pattern available. Some evening and weekend work may be required. Must be available to attend Management Committee meeting once a month (usually the first Monday morning of the month) in person or virtually.
Duration:	1 year Maternity Cover (August 2023 – July 2024)
Salary Scale:	FTE £30,859 equal to Local Council scale Grade 8, point 1. £16.91 per hour appointed pro rata for hours worked.
Pension:	Auto-enrolment scheme in place with Now Pensions <i>4% employer contribution where eligible.</i>
Annual Leave:	15 days inclusive of public holidays.
Accountability of post:	The post holder will be line managed by and accountable to the Chair of Can Do for the performance of the tasks listed below. In the absence of Co-ordinator there is a direct report to Acting Co-ordinator & Finance Manager.
Main purpose:	To support the delivery of our charitable objectives by: <ul style="list-style-type: none">• Maximising income with a focus on securing grant funding from charitable trusts and foundations.• Raising the profile and visibility of Can Do with a focus on internal and external communications and social media content.• To work in partnership with Trustees and colleagues across Can Do in the development of fundraising projects and activities.• Growing and diversifying our supporter base and income streams.
Location of post:	Hybrid between home and North Berwick office.
Requirements:	PVG scheme membership regulated work with Children is a requirement for this position.

MAIN TASKS & RESPONSIBILITIES:

As the Development Officer for Fundraising and Communications you will provide vital support services to the whole of the organisation, with a focus on raising the profile of Can Do, through promotion and fundraising, covering aspects of administration as and when required. There are no direct line management responsibilities associated with this role but there will be a requirement to recruit, work with and to supervise volunteers.

PROMOTIONAL ACTIVITIES

- Raise profile of Can Do, a registered SCIO, following a recent rebranding.
- Manage the charity's website, and social media channels looking to connect with local and national campaigns to raise awareness of our charitable activities.
- Disseminate regular content via social media platforms (Facebook, Instagram & Twitter) to increase support for Can Do.
- Support the development and implementation of a communication strategy. Ensure we are delivering high quality, up to date and engaging content for the Can Do website and other external communications.
- Build lasting relationships within communities where there is dedicated support for the charity (rotary clubs, area partnerships, schools, colleges & universities) and establish new relationships where the organisation does not have a strong presence.
- Lead work in engaging with different communities, including supporters, community groups and businesses, and encourage their support for Can Do to raise income.
- Monitor and grow the charity's reach across social media platforms.
- Work with colleagues to produce regular blogs, and e-newsletters to promote our work.
- Create engaging content, including new digital fundraising campaigns and appeals.
- Work with families supported by the charity to collect stories to inform promotion of the charity and funding applications.
- Recruit charity ambassadors to help promote the organisation and its work.

Work closely with the Board of Trustees, Acting Co-ordinator, and Finance Manager contributing to the wider work and ambitions of Can Do.

FUNDRAISING:

- Responsibility for researching, applying for, and reporting/evaluating on external funding and fundraising opportunities for the charity to maximise and sustain income streams.
- Support the development and implementation of a fundraising strategy.

- Identify and apply to new trusts and foundation income streams for project development and core costs.
- Maintain positive relationships with trusts and foundations, making timely applications and re-applications, and to work with the Finance Manager, and Acting Co-ordinator to obtain relevant information to write timely reports for funders.
- Support community fundraising taking place locally and nationally from signing up through to thanking supporters for fundraising.
- Develop innovative ideas for sponsored events.
- Organise and oversee fundraising events.
- Grow our sponsored event opportunities and income, sustaining and developing event, corporate and individual fundraising including the Kiltwalk, Edinburgh Marathon and other events where appropriate.
- Grow awareness and engagement in opportunities for individual giving programmes (JustGiving, community lottery, easy fundraising) to include the recruitment, reactivation, and retention of regular donors.
- Maintain records of all fundraising campaigns, donors and contact information. Use the database to generate new funding from historic supporters.
- Maintain an overview of fundraising income and expenditure against budgets.
- Contribute to the development and upkeep of the fundraising database in conjunction with the Finance Manager.
- Maintain complete and accurate records relating to fundraising, marketing and communications activities, and report on their performance on a regular basis to the board of Trustees to inform growth of the organisation.
- Track and report on all aspects of fundraising to inform growth of the organisation.
- Work within the Code of Fundraising Practice standards.

With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

To apply for the position please send a CV, including details of two referees who can be contacted prior to appointment and a tailored covering letter to hello@can-do.scot by 12noon on Friday 14th July.

Interviews expected to be held Wednesday 26th July by agreement.