

# THE LARDER

# FUNDRAISING OFFICER INFORMATION PACK



The Larder West Lothian  
Registered Charity SC042554  
Company Number SC404466  
[www.thelarder.org](http://www.thelarder.org)

**Fighting Poverty and Hunger  
with Dignity.**

**We recognise that education is  
critical and food is empowering  
in supporting disadvantaged  
people to transition from  
surviving to thriving.**

**We solve tomorrow's problems,  
today.**

# ABOUT THE LARDER

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The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



## 01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



## 02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



## 03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



## 04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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**MISSION**

# OUR VALUES

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We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



## TRANSFORMATION

We believe in the power of learning and food to create change for individuals



## COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



## COLLABORATION

We recognise the importance of working with others to achieve change



## HONESTY

We act with honesty in leadership, decision making, policies and practice



## QUALITY

We provide high quality services supporting those most vulnerable in society.

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# ROLE PROFILE

<b>Job Title:</b>	Fundraising Officer
<b>Reports To:</b>	Director of Corporate Affairs
<b>Contract:</b>	Part Time - 21 hours per week
<b>Hours:</b>	21 hours per week (days and hours to be negotiated, will consider flexible working) Occasional evenings and weekend work may be required
<b>Salary:</b>	£31,414 to £32,922 per annum (pro rata)
<b>Location:</b>	Livingston, West Lothian and Homeworking
<b>Closing Date:</b>	Friday 1st March 2024
<b>Shortlisting Dates:</b>	Tuesday 5th March 2024
<b>Interview Dates:</b>	WC Monday 11th March 2024

**Are you passionate about making a difference to people's lives?  
Do you envision a Scotland without poverty, where everyone has the opportunity  
to achieve their full potential?  
Then we want to hear from you!**

**We are looking for a dynamic, creative and motivated individual to join us in our  
new exciting role of Fundraising Officer.**

The Fundraising Officer will be the sole fundraiser at The Larder and have responsibility to develop, manage and lead the multi stream income generation strategy. You will develop, implement and manage a dynamic and proactive fundraising strategy to maximise income generation from all income streams including grants, trusts, individuals, corporates, events, legacies and community for both restricted and unrestricted funds.

A can do, positive attitude is what we are looking for - we thrive on a happy, successful workplace where sometimes it can be all hands on deck to get 'get the job done'!

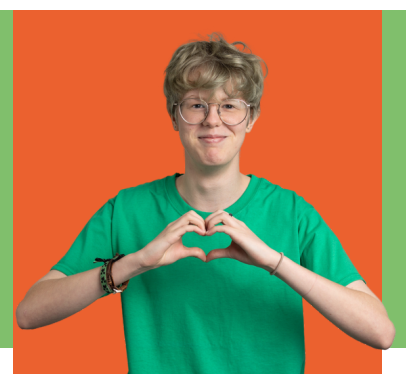
As a member of The Larder Team, you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent

with our company ethos and focus. You will have excellent communication skills, a friendly and engaging personality and comfortable working with members of the public, staff and stakeholders.

The post is for 21 hours per week between Monday to Friday, with days and hours to be negotiated. Flexible working will be considered for the right candidate. Travel outside the immediate Local Authority area may be required for the purpose of meetings and events and homeworking is also available.

Experience for the role is required and a willingness to participate in further development is essential.

The post is rewarding and you will be part of a wider team that includes hospitality, training and support staff based in various locations.



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# JOB DESCRIPTION

## **Main Duties & Responsibilities:**

- Develop, implement and manage the robust and dynamic fundraising strategy to meet fundraising targets agreed with the CEO and that align with the overall strategy, aim, vision and values of The Larder.
- Deliver a multi-stream fundraising strategy to build both unrestricted and restricted income.
- Initiate, build and maintain positive relationships with all supporters, funders, and donors.
- Research, preparation and submission of fundraising applications, ensuring funding applications are submitted in a timely manner and report back to funders in accordance with their guidelines.
- Manage internal and external monitoring and reporting
- Create and develop budgets for funding applications
- Research and advance a programme of corporate, community and other fundraising campaigns.
- Coordinate occasional fundraising activities involving staff and volunteers.
- Support colleagues and teams to develop ideas for fundraising
- Adhere to fundraising standards to ensure the fundraising activities of the charity are ethical and in line with The Larder's policies.
- Managing a fundraising database to ensure the accurate recording of donor information and the timely acknowledgement of donations in line with best practice.
- Work closely with the Sales and Marketing Manager to source and generate excellent content for all platforms in line with the Fundraising Strategy - including all digital media and video content.
- Plan and implement effective fundraising communications strategies and design fundraising materials with the support of the Sales and Marketing Manager
- Any other duties as may be reasonably required

## **Leadership**

- Promote, implement, and deliver our Equality and Diversity strategy
  - Implement safe working practices in line with our Health and Safety procedures
  - Ensure compliance with contractual, legal, regulatory, ethical, and social requirements
  - Inspire, encourage, empower, and promote innovation and share best practice with team and stakeholders
  - Provide effective value based leadership for staff, volunteers and beneficiaries
  - Lead by example to ensure that the beneficiary engagement with the project creates change
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## **Managing Self**

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

## **Standard Responsibilities for all positions in The Larder**

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- The Larder is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share and promote this commitment.

## **Practical Requirements**

- Able to work flexible hours and location as required
- Own car desirable

## **Staff Benefits**

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

**To apply for the post, please send a tailored CV and covering letter to the post to [recruitment@thelarder.org](mailto:recruitment@thelarder.org)**

**The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.**



Requirements	Essential	Desirable	Method Of Assessment
Qualifications / Training	<ul style="list-style-type: none"> <li>Demonstrable literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Member of a relevant professional fundraising body</li> </ul>	CV and qualifications review
Knowledge and Experience	<ul style="list-style-type: none"> <li>Significant experience as a multi stream fundraiser who has operated as a solo fundraiser</li> <li>demonstrable track record of successful fundraising</li> <li>Knowledge of fundraising operational procedures</li> <li>Understanding of social impact and telling a compelling story</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Beacon CRM or equivalent</li> <li>Knowledge of sector specific fundraising</li> <li>Running successful fundraising campaigns</li> </ul>	CV and Interview
Skills	<ul style="list-style-type: none"> <li>Excellent communication skills both written and verbal</li> <li>Strong report writing with the ability to tell an impactful story</li> <li>Strong organisational skills and the ability to prioritise workload</li> <li>Excellent IT skills including the use of Microsoft packages, in particular word, excel and PowerPoint</li> </ul>		CV and Interview
Personal Attributes	<ul style="list-style-type: none"> <li>Works for continuous improvement, is proactive and demonstrates perseverance</li> <li>Coaches, supports, and develops people to enable them to reach their full potential</li> </ul>	<p>Holds a current clean driving licence and has access to own transport</p>	CV and Interview

# THE LARDER

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**[www.thelarder.org](http://www.thelarder.org)**

@LarderTraining



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