

**Job Description**

**Job Title: Business and Fundraising Officer**

**Employer:** Board of Directors, Midlothian Young Peoples Advice Service

**Responsible for:** Fundraising Assistant

Administrative Officers

Cleaner

**Responsible to: MYPAS Chief Executive**

**Salary:** £33,800 - £35,735

**Hours:** 35 per week

**Leave:** 26 days annual leave + 10 public holidays, to be worked flexibly to suit the needs of the service

**Place of work:** The administrative base is in Dalkeith. The post may have elements of hybrid working principles which may include home working as convenient for both parties, other MYPAS office space and other UK based locations as necessary.

**Main purpose of role:**

The key purpose of this post is to provide a range of business support functions including fundraising and business development to the Chief Executive, Management Team, the staff team and to the Board, to allow the service delivery teams to provide services that meet the needs of young people. This will include elements of business development, fundraising, communications, marketing, policy development, research and administrative support.

This involves working closely with and taking direction from the Chief Executive as well as working collaboratively with members of the management team.

**Key responsibilities**

**Funding and Fundraising**

* To assist in growing sustainable funding streams that will secure the future stability of the organisation and enhance the provision of services for children and young people. This is a collaborative approach with the Chief Executive and Service Managers.
* To oversee the identification of funding opportunities, assist in the production of funding applications and submission of bids, in collaboration with senior colleagues.

**Organisational and strategic development**

* To develop systems and processes which supports the infrastructure and meets the needs of the organisation.
* To assist in the update and development of key policies within the organisation, focusing on the areas of employment and fundraising
* To identify approaches that will introduce innovation and creativity that will improve efficiency and enhance service delivery
* To contribute to the delivery of systems and process related to data, data protection and related policies and procedures, GDPR requirements securely and confidentially for the purposes of compliance, good practice and reputation.
* To assist with the development and implementation of a strategic plan that will achieve the aims and objectives as agreed by the Board.

**Communications**

* To contribute to the communication about MYPAS, to raise awareness of the organisation, the services offered and to make sure communication reaches target audiences.
* To develop and maintain a social media presence for the organisation, writing content and researching the best medium for any particular message and audience.
* To assist in developing a communications strategy to keep interested parties informed by way of targeted reports, newsletters or general publicity.

**Leadership and Management**

* To oversee the administrative support to the business
* To be an effective manager of line reports, supporting in the full scope of their roles. Providing effective one-to-one support and supervision, live support and advice on work approaches when required.
* To set high personal standards for professional conduct and when representing the organisation.
* To encourage a culture of learning, development and innovation; and encourage all to grow and develop in their roles.
* To support the development of an effective HR and employment framework, working with short life working groups and communication across the organisation
* To encourage and model healthy working lives and an effective work life balance.

**Partnership Working and Service Development**

* In collaboration with colleagues, work to build effective relationships with key stakeholders and funders
* To assist in identifying new opportunities to provide services for young people and take a collaborative role in developing possible approaches for funders.
* To collaborate with others to realise opportunities and meet the needs of young people, funders and agency stakeholders
* To help ensure the service is compliant with the ethics and codes of practice associated with regulatory and advisory bodies.
* To assist in undertaking research, feasibility studies or other projects that may lead to possible funding or development opportunities.

**Reporting and evaluation:**

* Develop and implement systems to support the monitoring and evaluation of services.
* Assist the preparation of written reports, including regular monitoring and progress reports, to funders and MYPAS Board of Directors, as requested.
* To encourage team members and others to contribute to the production of reports, articles, communications and to adopt a policy of continuous improvement to business writing.

**Other Duties**

Attend Team Meetings, staff training events and other meetings as required.

Attend supervision meetings.

Adhere to MYPAS’ confidentiality policy regarding information about young people accessing the service

Adopt an approach which challenges one’s own and others attitudes, assumptions and behaviours that discriminate, prevent participation and foster disadvantage.

Perform such agreed duties which may be reasonably required.

Person Specification

**Business and Fundraising Officer**

**Essential:**

Educated to degree level/equivalent professional qualification or can demonstrate equivalent experience.

Experience of identifying possible funding streams, preparing successful funding submission in collaboration with colleagues.

Significant knowledge and experience of fundraising, particularly through trusts and foundations, community fundraising and corporates/major donors.

Strong evidence of ability to work pro-actively using own initiative, coupled with excellent team working skills.

Experience of project management skills including planning, managing multiple tasks, monitoring delivery, reporting, meeting deadlines.

Evidence of being successfully able to complete and deliver projects to deadlines

Experience of prioritising personal workload, excellent time management skills and working under direction but not close supervision.

The ability to communicate effectively to a wide range of colleagues, suppliers, partner professionals, stakeholders, service users and their families and the wider public and proactively promote these relationships.

A passion for the health and wellbeing of children and young people.

Resilient and able to manage the pressures of working in a swift moving landscape in a service dedicated to improving outcomes for those who have experienced trauma and may be very vulnerable

Aware of the importance of delivering confidential support and the significance of maintaining confidentiality

Experience of establishing and developing effective relationships with external stakeholders.

Proven experience in business development, producing successful business plans and proposals for projects.

Understanding of strategic planning, development and implementation; risk assessment and organisational policy development

Experience of leading staff teams and managing volunteers

Experience of working in partnership with a wide variety of organisations including local authorities, statutory bodies and third sector agencies.

Experience of preparing and implementing marketing and communication strategies to support the growing of awareness of the charity and services offered

Proficient in the use of a variety of social media platforms.

Excellent numeracy and organisational skills, including some evidence of working within budgets

Excellent computer literacy and knowledge of Microsoft Office applications e.g. Word, Excel, Outlook, Access, PowerPoint etc. Ability and willingness to learn new packages/databases as required

Ability to produce clear and accurate reports and proposals from information gathered and analysed from a variety of sources.

Experience of supporting and collaborating with senior members of an organisation

Experience of working in the voluntary sector and with a Board of Directors

**Desirable:**

Appreciation of issues that impact on the lives of children and young people

Knowledge of the legal requirements surrounding charities

Experience of conducting research projects