



OCEAN YOUTH TRUST SCOTLAND

FUNDRAISING OFFICER OR ASSISTANT

Location: Greenock (but some possible home-working)

Hours: Full Time - 35 hours per week

Starting Salary: £21,840-£27,082 Depending on role

CLOSING DATE: 1700 Friday 14 June 2024 (Interviews: Monday 24th – Friday 27th June 2024)

Are you passionate about making a difference to young people's lives? Ocean Youth Trust Scotland is an award-winning voluntary organisation and youth work charity, delivering life-changing youth work voyages to young people aged 12-25 aboard our fleet of sail training vessels.

Now that the delivery of our youth work at sea is more in demanded following the pandemic, securing funding for our invaluable youth work is a priority.

With the enduring impact of the Covid-19 pandemic and Cost of Living Crisis, our work is more important than ever. We are looking for a dynamic, motivated and enthusiastic Fundraising Assistant/Officer to join our Fundraising team and support the delivery of our youth work on the waves.

An exciting opportunity has arisen to join the successful Fundraising team. Ocean Youth Trust Scotland is seeking a motivated, dynamic and enthusiastic fundraiser or assistant to hit the ground running.

The Role

For the role of Fundraising Officer, we are looking for an individual with experience securing funds through trusts and foundations such as The Robertson Trust, the Big Lottery Fund and other organisations. If you don't have this experience but are keen to learn, then the Fundraising Assistant role is optional.

The ideal candidate will be a positive and creative individual with the ability to confidently embrace a diverse workload.

The successful candidate will be responsible for progressing a wide range of small, medium and large grant requests to various funders. We are looking for an organised, detail-oriented storyteller with demonstrable experience in developing high quality applications, reports, budgets and supporting documents for a wide range of audiences including existing and new grant funders.

This role would be ideal for someone who is highly organised, calm under pressure and a great communicator who has the confidence to reach out to familiar and new audiences.

A can do, positive attitude is what we look for – we thrive on a happy, successful workplace. You will need to be flexible and a team player, as due to the size of our organisation there are times when it's all hands on deck!

This role would best suit an aspiring or experienced fundraiser looking for an exciting and varied role including managing a portfolio of funders, assisting with social media and general fundraising administration, as required.

Personal Specification Fundraising Officer

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Excellent written and verbal communication skills with good copy writing and proof-reading ability • Minimum of one year's successful experience in fundraising • Administration experience in a busy, fast-moving environment. • Experience of administering data and ensuring deadlines are adhered to • Experience of handling incoming and outgoing telephone calls • Ability to handle competing demands • Proven track record of generating income from a range of trusts, foundations, and grant giving bodies 	<ul style="list-style-type: none"> • Event Fundraising experience • Digital communications via website, email campaigns and social media • Experience working with volunteers

	<ul style="list-style-type: none"> • Educated to degree-level or equivalent work experience 	
Knowledge	<ul style="list-style-type: none"> • Excellent IT skills including an understanding of the Microsoft Office software and experience using a CRM database 	Experience using a CRM database
Skills	<ul style="list-style-type: none"> • Ability to handle competing demands • Ability to work on own and as part of a team with a strong team work ethic • Confidence to interact with supporters face to face, representing the organisation at fundraising events • Ability to be a reliable and effective team player to work with others to deliver the plan • Strong interpersonal skills and relationship building abilities with the personality to work collaboratively with co-workers, volunteers and donors • Results orientated with a proactive attitude, positive outlook, high level of energy, enthusiasm and dedication to the mission and goals of OYT Scotland • Ability to prioritise a varied workload, good time management skills • Excellent written skills gained through producing correspondence and/or reports for internal and external audiences • Confidence in dealing with people at all levels, demonstrating professionalism and diplomacy 	Copy-writing skills Negotiation skills

To apply, please send your CV and a covering letter to hazel.wiseman@oytscotland.org.uk