



JOB DESCRIPTION

Job Title:	Funding & Fundraising Development Manager
Salary:	£34,213.45 (ML 2.1)
Hours of work:	35 hours per week – (happy to support hybrid working) (This may include unsociable hours including working evenings and weekends)
Contract Type:	Permanent
Office base:	Home based – with regular travel between PKAVS services.
Service:	Central Services
Responsible to:	Chief Executive Officer
Responsible for:	No direct reports

We are PKAVS, we are an incorporated charity that serves the community of Perth & Kinross offering five community-led services supported by a team of 80 colleagues and up to 50 volunteers.

We operate across five locations in Perth & Kinross under our service banners which include Carers PKAVS, the Third Sector Interface, The Walled Garden & Wisecraft PKAVS, Shopmobility PKAVS, and the Big Hoose Project.

We offer these varied social care and welfare services as well as support and advocacy to Perth & Kinross' dynamic third sector.

At PKAVS our vision is a Perth and Kinross where people flourish, and communities thrive.

Carers PKAVS is our largest service. We provide support and respite care to unpaid carers aged 5+ across Perth & Kinross at our Carers Centre in Lewis Place Perth.

The Third Sector Interface is administered by PKAVS on behalf of the Scottish Government and provides four crucial support workstreams to the third sector in Perth & Kinross from the Gateway in Perth

- Voice – supporting the voice of the third sector.
- Connect – Connecting communities through the third sector.
- Building Capacity – supporting the development and growth of the third sector.
- Volunteering – developing and growing the volunteer programme to support the ongoing operation of third sector organisations.

Walled Garden & Wisecraft PKAVS - provides therapeutic support and engagement activities that serve to improve the mental health and well-being of the people of Perth & Kinross from their two locations at the Walled Garden & Cafe in Perth and at the Wisecraft Workshop in Blairgowrie.

Shopmobility PKAVS promotes independence in the community by providing mobility support equipment from its purpose built Shopmobility hub in Perth's Canal St car park.

The Big Hoose project supports children and families in Perth & Kinross living in poverty with access to free everyday household items such as toilet rolls, toiletries, cleaning products, bedding and more.

We have been supporting communities across Perth & Kinross for over 50 years; however, there has never been a more exciting time to join us.

We offer an inclusive culture that's based on compassion, togetherness, speaking from the heart, and our passion for making a positive impact.



As well as opportunities to learn and grow every day to develop your career, we also offer excellent benefits such as a minimum of 6.8 weeks holiday, enhanced occupational sick pay, pension auto

enrolment, a commitment to your health and wellbeing through our employee assistance programme and a flexible working environment that enables you to excel at work while being able to balance things at home.

The role

The Funding & Fundraising Development Manager responsible for leading on delivery of our funding strategy through engagement with individual, corporate, government, legacy and partnership funding channels. You'll work in partnership with each of our services to support them to deliver their funding plans and fundraising activities.

Funding plan

- Work in partnership with the Chief Executive Officer and the Senior Management Team to help establish the organisation's funding strategy and delivery plan that will meet the revenue targets required for each of the services as agreed by the Chief Executive Officer and the Board of Trustees.
- Utilise various methods to research and recommend potential funding and fundraising streams to the Senior Management Team in alignment with the organisation's strategic objectives.
- Work alongside the Senior Management Team to bring to life our services, create emotional connection and identify like-minded organisations or individuals who are passionate about what we do.

Outcome: PKAVS works to a clear funding strategy and maximises sustainable funding opportunities that align with the delivery of its service vision.

Fundraising campaigns and volunteers

- Work in partnership with the Senior Management Team establish a rolling programme of fundraising activities and campaigns.
- Support the organisation, planning and delivery of community-based fundraising and awareness raising campaigns events across each of the services.
- Support the services with their awareness raising activities including social media and digital marketing activities.
- Support the services in being able to capture donor stories and help them to use story telling to raise awareness and encourage new donors engagement and support.
- Manage information and record the profiles of our fundraising activities and donors into a Customer Relationship Management database.
- Collaborate with the Volunteer Coordinators in each of our services to shape and deliver the fundraising volunteer strategy and processes.

Outcome: PKAVS utilises a continuous programme of fundraising that provides financial support to our services and raises awareness of our mission and vision.

Corporate and Statutory Organisations' support

- Work in partnership with the Senior Management Team to develop stakeholder relationships with corporate and statutory organisations in Perth & Kinross.
- Support the development and implementation of a rolling programme of corporate engagement in line with current and future fundraising priorities.



Outcome: PKAVS builds mutually beneficial relationships with corporate and statutory organisations that enables the development and continuity of our services.

Legacy support

- Work in partnership with the Senior Management Team to support the development and delivery of an effective tribute/legacy-giving programme of activity in line with current and future fundraising activities.
- Establish effective communication channels that explain the long term benefits including tax benefits that help people to engage in the concept of legacy gifting.
- Work in partnership with the Senior Management Team to arrange innovative ways of creating recognition of legacy gifts through plaques, inscriptions, dedications or public thanks etc.
- Work in partnership with the Senior Management Team to create digital marketing campaigns for legacy gifting.

Outcome: PKAVS utilises a well organised legacy programme that provides longer term funding support and creates the opportunity for donors to leave a recognised and lasting legacy.

This job description is not an exhaustive list of tasks and the post holder may be asked to undertake any other reasonable duties in connection with their post.

To be successful...

If you have the following skills, knowledge, qualities, and experience, you are guaranteed to succeed in, and thoroughly enjoy this varied role:

- A qualification – certificate or diploma (or working towards) in fundraising or a proven track record of experience in funding and fundraising in the third sector.
- The ability to create and utilise innovative techniques in funding and fundraising.
- The ability to manage the sustainable development and growth of funding and fundraising income streams.
- The ability to establish strong working relationships within the team and with internal and external stakeholders and partners that enables the development of sustainable funding income streams.
- Knowledge and experience of project management approaches and methodologies.
- You are highly organised; you work at pace and are excellent at taking action and making great things happen.

Person Specification

Competency	Definition	Essential	Desirable
Qualifications and experience	A certificate or diploma in Fundraising or a proven track record in funding and fundraising and membership of a recognised fundraising institute.	✓	
	Experience of contributing to the delivery of strategic plans and working collaboratively with a range of external partners and stakeholders.	✓	
	Experience of leading and managing teams without direct reporting to deliver on agreed goals and objectives.	✓	
	Experience of working with outcomes, logic models and creative means of monitoring and evaluation.	✓	
	Computer literate with knowledge and experience of utilizing all MS office apps and communications technology.	✓	
Skills and abilities	Strategic thinking and judgement – The focus is on finding and developing unique opportunities to create value for the organisation. Vision, Strategic planning, Focused implementation, Evaluation and impact, Result.	✓	
	Leadership – Leading and working in partnership with the Senior Management Team and Services to deliver a sustainable funding and fundraising programme and continuously adding value to the organisation and the people we support.	✓	
	Communication & Influence – Communicating to engage and build trust and partnerships. Explaining the complex in a way that is easy to understand. Delivering difficult messages with clarity and sensitivity. Persuading people to embrace positive change.	✓	
	Planning and Prioritisation – Assessing the relative importance of activities and projects and adjusting priorities when appropriate. Using the organisation’s resources effectively.	✓	
	Drive – you are driven to have a broad impact as well as delivering results. You question and challenge the status quo. You have the self-assurance that enables goals to be achieved.	✓	
Knowledge and understanding	Third sector – you have excellent knowledge of the Third Sector, including volunteering, social enterprises, funding, charity law and governance as well as an understanding of the ever-changing needs of the sector.		✓

Additional Information

Employer:	The post-holder will be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	Home based – with regular travel between the PKAVS services.
Responsible To:	Chief Executive Officer - PKAVS
Responsible for:	No direct reports
Probation:	This post carries a 6-month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references and eligibility to work in the UK.
Support and Supervision:	You'll receive regular support from the Chief Executive Officer – PKAVS.
Holidays	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p>Upon appointment - 238 hours</p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p>After 2 years of continuous service - 252 hours</p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p>After 3 years of continuous service - 273 hours</p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p> <p>The annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.</p>
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS values everyone as an individual

We define diversity as valuing each person's uniqueness and what makes us who we are. We are committed to creating a great place to work where everyone feels valued and able to play to their strengths in the delivery of our charitable purpose.



We promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy, maternity, race, religion, or belief.

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